



Gender Associate

Job title:	Programme Associate (Gender)
Grade/Level:	GS-6
Position Number:
Location:	Tehran, Iran
Full/Part time:	Full Time
Fixed term/Temporary:	Fixed Term Appointment (FTA)
Duration:	1 Year

The Position:

The Gender Associate carries out a set of programmatic, administrative and financial related activities. S/he assists in the design, planning, and management of gender/ GBV related interventions of the KOICA project by providing data inputs, logistical support, assisting in monitoring project implementation, and following up on recommendations. The Gender Associate applies established systems and procedures and assists in creating substantive knowledge by compiling, synthesizing, and analyzing information relevant to gender issues in humanitarian settings. S/he is instrumental in facilitating KOICA project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures in the UNFPA's online planning and monitoring system (Quantum Plus). The Gender Programme Associate will also be instrumental in providing support to communication and activities of the country office.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; UNFPA needs staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

Main responsibilities:

Under the direct supervision of the Humanitarian Analyst, the Programme Associate (Gender) will perform the following programme support functions:

- Conduct and participate in field visits and prepare mission reports, participate in review meetings and support evaluation missions, and prepare regular inputs to progress reports.
- Assist in the development, maintenance, and monitoring of detailed work plans with implementing partners, including activities related to GBV for Afghan refugee women under the KOICA project.



- Collaborate with project managers to ensure the timely completion of tasks, adherence to deadlines, and alignment with the KOICA project objectives.
- Support efficient financial management, monitoring, and reporting of work plans related to protection, gender, and GBV.
- Follow up with programme implementing partners to ensure timely and accurate submission of financial reports, such as requests for advance of funds and reports on expenditures.
- Assist in drafting project documents, work plans, and in collecting statistical data.
- Assists the chair of the Women and Girls Protection subsector in conducting regular interagency meetings, including logistical support and preparation of meeting reports as well as related follow-up actions.
- Provide logistical support to humanitarian gender activities including workshops and events in Iran. Actively participate in organizing these activities.
- Contribute to synthesizing findings, lessons learned, and best practices from KOICA and humanitarian projects in Iran.
- Actively participate in drafting materials for dissemination with a focus on Gender and GBV for humanitarian efforts.
- Ensure timely and quality preparation of minutes of meetings as part of the monitoring tool for tracking follow-up actions.
- Assist in resource mobilization for humanitarian initiatives in Iran. Actively participate in compiling background material for discussions and public events related to Gender/GBV.
- Support in maintaining donor and public information contacts for humanitarian efforts and actively participate in organizing donor meetings and public information events.
- Assist in translation and preparation of communication material related to KOICA and humanitarian projects as requested for website, and other communication activities.
- Assist in organizing training activities, events, workshops, webinars (i.e. taking care of event logistics, collecting relevant training materials, identifying resource persons, acting as a resource person, as appropriate).
- Assist in the Procurement and Logistics task of KOICA and humanitarian projects.
- Assist in the preparation of donor financial and progress reports.
- Undertake other duties as required by the supervisor, with a focus on supporting humanitarian programs in Iran and actively providing assistance where needed.

Qualifications and Experience:

Education:

Completed Secondary Level Education required. First level university degree in project management, public relation, social sciences and gender related fields is desirable.

Knowledge and Experience:

- 6 years of field experience, including experience in gender/ GBV programme management including in humanitarian settings.
- Experience in emergencies and conflict areas is strongly preferred.
- Relevant provincial experience strongly preferred.
- Familiarity with standards and guidelines for gender/ GBV programming and coordination. ●

Ability to exercise sound judgment and make decisions independently.



- Extremely flexible, and have the ability to cope with stressful situations and frustrations.
- Team player and strong communication skills, both oral and written.
- Proficient in computer applications.

Languages:

Fluency in English and Farsi is required.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and workflow • Planning, organizing and multitasking • Client orientation • Organizational awareness
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact 	

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life.

UNFPA promotes equal opportunities for all including persons with disabilities.

Disclaimer

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