



UN-INSTRAW Vacancy Announcement – (10 June 2010)

JOB DESCRIPTION

1. General information:

Post title: UN INSTRAW **Monitoring Aid Effectiveness with a Gender Perspective Project Assistant** (Consultancy),

Duration: initially nine months with possible extension. (full-time consultancy)

Date required: 1 July 2010

Duty station: Santo Domingo, Dominican Republic.

Payment:

Fees for this consultancy range between US\$1,500 and \$2,000 per month. Exact salary will be determined based on experience. International travel to Santo Domingo for the consultancy will be covered by the Institute.

2. Supervision:

The consultant will be working under the direct supervision of the UN INSTRAW Aid Effectiveness Project Coordinator in close collaboration with the Community of Practice and Knowledge Management team and under the overall supervision of the Social Affairs Officer.

Content and methodology of the supervision: The incumbent will present progress and draft versions of final reports to the supervisor. In addition, periodic virtual meetings will be held with the supervisors in order to assess progress and performance.

3. Objective of the Consultancy

- Contribute to the development and implementation of the Monitoring Aid Effectiveness with a Gender Perspective project
- Contribute to the implementation of the project's communication strategy
- Collect relevant data and information, prepare background papers, and other materials related to the Programme's ongoing projects.

1. Duties, responsibilities and output expectations:

The incumbent will be assisting the Coordinator in the implementation of the Project **Monitoring Aid Effectiveness with a Gender Perspective**, in particular, in the systematization of good practices related to monitoring and accountability of aid effectiveness from a gender perspective and in the implementation of the communication strategy, including the following tasks:

- Prepare background and position papers as well as other information resources for use in advocacy efforts.
- Assist in the monitoring and analysis of project's implementation; review relevant documents and reports; identify problems and issues to be addressed and initiate corrective actions; and ensure follow-up actions.
- Gather information on the current situation of Aid Effectiveness and Gender Equality, including research, capacity development processes, projects, resources, organizations and experts working on the topic for alliance-building.
- Design and maintain updated a permanent directory of key stakeholders and partners in each country where projects are being developed
- Assist in the implementation of the project's communication strategy.
- Develop contents for information/communication products (e.g. press releases, feature articles, presentations, web content, etc)
- Make arrangements and provide logistics assistance in the planning, participation and organization of HQ- and field-based meetings, capacity building workshops and other interactive sessions. Ensure sending and follow-up official announcements to key partners and stakeholders to participate in Programme's activities.
- Provide feedback, proofreading and editing support for project documents in English, Spanish (required) and French and/or Portuguese.(as an additional asset).
- Assist the project Coordinator in conducting the review and analysis of mid and final term project reports and evaluations of projects implementation.
- Perform other duties as required.

5 . Qualifications and Experience

Education: Advanced university degree in Social Sciences, with a strong expertise in Development, Economic, Public Policy, Communication and Gender Studies.

Languages: Excellent writing and editing skills in English and Spanish is a requisite. Knowledge of French, Portuguese, Cambodian and Vietnamese is an asset.

Work experience: At least three years of demonstrable experience in Aid Effectiveness, Women's rights and Communication studies, as well as working with project design, management and evaluation and relevant experience working with UN system and other development and cooperation organizations. At least three years of experience in gender and development issues is also required.

General Skills:

- Excellent level of conceptual and analytical capacity is essential.
- Knowledge and understanding of theories, concepts and approaches relevant to programme/project management
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
- Ability to conduct data collection using various methods
- Ability to work in a multicultural environment and in a team.
- Ability to explain complex issues in a simple way, to raise awareness in a participatory approach and in a consensual manner with respect for various levels of understanding, professional abilities and cultural differences.
- Ability to multi-task and adapt to changing demands
- Excellent communication, reporting, capacity building and negotiating skills.
- Strong computer skills, including word processing, presentation packages (Power Point), Internet, and email
- Able to work virtually, using communication technologies

6. How to Apply

Please send:

- 1) a detailed CV, a cover letter,
- 2) a completed and signed UN Personal History Form and
- 3) a 2-page unedited writing sample in both English and Spanish

by e-mail or fax to:

Cesar Nicolás Penson 102-A
Santo Domingo, Dominican Republic
Fax: (809) 685-2117
E-mail: applications@un-instraw.org
Website: <http://www.un-instraw.org/>

Deadline for receiving applications is 25 June 2010.

Only short-listed candidates will be contacted. UN-INSTRAW will not respond to enquiries over the phone or by e-mail.