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| **Job ID/Title :** | 67141 - UN Women: Policy Advisor, Intergovernmental Affairs |
| **Type of Contract :** | TA International |
| **Post Type and Level :** | P-5 |
| **Duty Station :** | New York, UNITED STATES OF AMERICA |
| **Duration of Initial Contract :** | 364 days |
| **Background:** |
| UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.  The Policy, Programme and Intergovernmental  Division (PPID) provides global support to UN Women offices at Headquarters and in all field locations to deliver results in support of UN Women’s Strategic Plan 2022-2025 and internationally agreed goals on gender equality and the empowerment of all women and girls, including the Beijing Declaration and Platform for Action and the 2030 Agenda for Sustainable Development. The Division provides intellectual and strategic leadership on normative support and the delivery of integrated policy advice, including through policy analysis and support to gender mainstreaming. The Division leverages innovation, knowledge management, and cutting-edge technical expertise to support UN Women programmes and to build the capacity of partners to deliver results on gender equality and empowerment of all women and girls. The Intergovernmental Support Section in PPID is responsible for leading UN-Women’s strategic engagement with, and support for intergovernmental bodies and processes towards ensuring that a comprehensive and dynamic set of global norms, policies and standards on gender equality and the empowerment of all women and girls is strengthened and implemented. It manages and coordinates the Entity’s substantive engagement with intergovernmental bodies on gender equality and the empowerment of all women and girls, and drives the process of integration of normative frameworks into UN Women’s and UN system coordination functions.Under the supervision of the Chief of the Intergovernmental Support Section, the Policy Advisor will interact with all UN Women divisions, including the Offices of the Executive Director and Deputy Executive Directors, as well as with the field, as appropriate. The Policy Advisor will be responsible for (a) strategically engaging with a range of intergovernmental processes, Member States and other stakeholders to support the strengthening and deepening of the global normative framework for gender equality and the empowerment of women and girls; (b) monitoring trends, providing policy analysis and technical advice and guidance on mainstreaming gender perspectives in sectoral areas; (c) building and  strengthening collaboration and partnerships among stakeholders for accelerated gender equality results for women and girls. |
| **Description of Responsibilities :** |
| **Strategically engage with a range of intergovernmental processes and stakeholders on gender equality and the empowerment of all women and girls:*** Provide strategic and technical advice and substantive guidance, and develop and present evidence and rationale for the integration of gender perspectives in select thematic and sectoral areas under consideration in an intergovernmental context;
* Engage with intergovernmental processes and advocate for the inclusion of gender perspectives in their preparatory processes, meetings and outcomes, including through tailored key messages, good practices and lessons learned;
* Build and maintain effective interactions with Member States and mobilize their support for UN-Women’s mandate and priorities, and provide advocacy for corporate positioning.

**Monitor trends, provide policy analysis and technical advice and guidance on mainstreaming gender perspectives in sectoral areas:*** Review, assess and monitor trends in the integration of gender perspectives in the follow up and review processes at national, regional and global level of key intergovernmental results such as the 2030 Agenda for Sustainable Development, the Sendai Framework, the Doha Programme of Action for Least Developed Countries , the SAMOA Pathway, and other outcomes;
* Develop guidance and tools on strengthening attention to gender perspectives in follow-up and review processes, and in support of implementation of the global normative framework at national level;
* Prepare and finalize briefing notes, statements and advocacy messages, and contribute to corporate reports in assigned areas of focus;
* Foster knowledge management and information flow on assigned areas of focus across UN Women Divisions and field presences.

**Build and strengthen collaboration and partnerships among stakeholders for accelerated gender equality results for women and girls:*** Create opportunities for stakeholders to build alliances for accelerated progress towards gender equality and the empowerment of all women and girls, through the organization of strategic events, convening of stakeholders for exchanges of views and facilitation of consensus-building;
* Participate, and provide the intergovernmental perspective, in the development and implementation of select corporate strategies and strategic initiatives.

**Key Performance Indicators:*** Timely and quality technical advice and support;
* Leadership in intergovernmental processes in support of gender equality and the empowerment of women;
* Quality reports and other strategic documents drafted in a timely manner;
* Strong relationships with various partners and stakeholders.;
* Reflection of gender perspectives in sectoral areas measurably increased;
* Assessment of gender perspectives in follow up and review processes available and shared;
* Guidance notes and tools for integrating gender perspectives in national follow up prepared;
* Strategic events convened and UN Women presence and visibility expanded.
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| **Competencies :** |
| **Core Values:*** Respect for Diversity
* Integrity
* Professionalism

**Core Competencies:*** Awareness and Sensitivity Regarding Gender Issues
* Accountability
* Creative Problem Solving
* Effective Communication
* Inclusive Collaboration
* Stakeholder Engagement
* Leading by Example

**Functional Competencies:*** Substantive knowledge related to Intergovernmental processes and the UN system;
* Substantive knowledge of gender equality issues, public policy and coordination;
* Ability to conceptualize and convey strategic vision;
* Excellent communications skills, with proven expertise in writing cogent and convincing policy analysis Ability to advocate and provide policy advice to senior officials;
* Excellent coordination skills;
* Excellent analytical and problem solving skills;
* Strong planning, goal-setting and prioritization skills;
* Ability to conceptualize, develop and use knowledge management strategies to promote effective decision-making and intra/inter-organizational collaboration;
* Effectiveness in establishing and fostering good relations with government counterparts, UN agencies, donors, and NGO partners.
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| **Qualifications :** |
| **Education:*** Master’s degree in gender studies, international relations, public policy, or related fields.
* A first-level university degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.

**Experience:*** A minimum of 10 years of progressively responsible experience in gender equality, including in the context of development, policy analysis, or related areas;
* Experience in managing, facilitating and overseeing national and international policy-making, with a strong focus on gender equality and women’s empowerment.
* Experience related to Intergovernmental processes and the UN system.

**Languages:*** Fluency in English is required;
* Knowledge of the other UN official language is an asset.
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