



## JOB DESCRIPTION

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### I. Position Information

<b>Job Code Title:</b>	<b>Adolescent Girl Officer</b>
<b>Type of contract:</b>	<b>Service Contract (SC)</b>
<b>Pre-classified Grade:</b>	<b>SC 8 level</b>
<b>Duty station:</b>	<b>Amman with frequent travel to field</b>
<b>Supervisor:</b>	<b>GBV Analyst</b>
<b>Duration:</b>	<b>12 months</b>

### II. Background and Organizational Context

UNFPA, the United Nations Population Fund, is an international development agency which supports countries in using population data for policies and programs to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV/AIDS, and every girl and woman is treated with dignity and respect. UNFPA has been operating in Jordan since 1976, supporting the Jordanian Government and its development partners in meeting its national development goals in areas of population, poverty reduction, reproductive health, youth empowerment, gender equality and prevention of all forms of gender discrimination and gender-based violence. UNFPA has signed with the Government of Jordan (GoJ) a five year development programme (2018-2022) to strengthen the resilience of public institutions and communities to support ICPD goals on SRHR and gender-based violence, and in the broader context the sustainable development agenda. The CPD is aligned with the Jordan National Strategy 2025, and supports the achievement of the SDGs, with a focus on the CPD in improving the health and well-being of women, adolescents, youth and the vulnerable, by reaching those farthest behind. UNFPA Jordan has been investing in adolescent girls programming both in camps and urban areas through innovative partnerships with the objective of creating a more enabling environment for adolescent girls and young women in Jordan to reach their full potential by adapting and piloting the Assets Framework for building economic, social and health assets of adolescent girls and young women.

The Adolescent Girl Officer is located in UNFPA Jordan Country Office (CO) in Amman with frequent travel to the field, and reports to the GBV Programme Analyst. S/he is under the overall guidance of the GBV Programme Specialist and direct supervision of Programme Analyst.

### III. Key Results and Impact

As an active UNFPA Jordan Country Office team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:

- Full reporting on adolescent girl programming including UNFPA's annual report, UNSDF reporting, and required donor reporting:
  - Training of adolescent girls and partners as requested
  - Consolidated and coordinated partnership with MOPIC, MOSD and ISDB and other relevant stakeholders
- Technical review for partners concept notes and work plans ensuring adolescent integration
- Monthly minutes of meetings of Steering committee and partners meeting
- Documentation of the Adolescent Girl asset framework initiative:
  - Field visits reports
  - Press releases and communication materials on the adolescent girls initiatives including success stories collected in coordination with GBV and youth team

### IV. Duties and Responsibilities

#### **Programme Management Support**

- Oversee achievements of Adolescent girl programme results by ensuring appropriate policies and procedures are applied, and appropriate monitoring and oversight mechanisms and systems are established and implemented. This includes but is not limited to development of work plans, initiating and monitoring activity implementation (as appropriate) and assuring both narrative and financial reporting by both Implementing Partners and UNFPA country office;
- Act as main focal point for the Adolescent girl asset framework programme and support other adolescent girls ongoing initiatives
- Collaboration with Government counterparts, UN agencies, NGOs and other partners on the adolescent girl programme both in camps and urban areas (Zaatari and Karak);
- Forming a steering committee with MOPIC the donor and other relevant counterparts to coordinate Adolescent girls asset framework work;
- Provides programmatic and technical assistance to Implementing Partners including ensuring application of relevant policies, and appropriate monitoring and evaluation of programme activities as well as addressing capacity gaps.
- Build partners capacity in inclusion for adolescent girl programming

#### **Monitoring and Evaluation**

- Closely monitors programme implementation progress in UNFPA focus areas and undertakes follow-up actions where necessary. Report progress, challenges, and bottlenecks and suggests remedial action in a timely manner.
- Coordinate the utilization of programme indicators and indicator databases, update the database, and make recommendations for improving the monitoring and evaluation practices in the country office and for the implementing partners.

- Conduct regular field and project site visits to review implementation progress, provide technical guidance and support, and share field visits reports.
- Prepare timely report submissions

#### **Knowledge management and Advocacy**

- Ensure the creation and documentation of knowledge about The Adolescent Girl Asset Framework; This includes among other success stories, good practices,
- In liaison with the communication officer, and other relevant programme staff, prepare relevant thematic background documentation, i.e. programme summaries, briefing notes, talking points, speeches and other communication materials and participates in public information events;
- Identify innovative ways to communicate, and disseminate newly created tools and resources to staff and relevant partners;
- Represent UNFPA programme in coordination forum as requested and support joint initiatives with other stakeholders at national and regional level
- Perform any other task as requested.

### **V. Skills and Competencies**

#### **Values:**

- Exemplifying integrity: demonstrate the values and ethical standards of the UN and UNFPA in daily activities and behaviors while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behavior; does not abuse power or authority.
- Demonstrating commitment to UNFPA and the UN system;
- Embracing cultural diversity: maintain harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age;
- Embracing change.

#### **Core Competencies:**

- Achieving results;
- Being accountable;
- Developing and applying professional expertise/business acumen;
- Thinking analytically and strategically;
- Working in teams/managing ourselves and our relationships; ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- Communicating for impact: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors

coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;

- Professionalism: demonstrated understanding of operations relevant to UNFPA; technical capabilities or knowledge relevant or transferrable to UNFPA procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;

**Functional Competencies:**

- Gender and Institutional Development: Knowledge of systems for gender mainstreaming and capacity development and interagency collaboration and ability to apply to strategic and/or practical situations
- Gender Issues & Analysis: Knowledge of gender issues and the ability to apply to strategic and/or practical situations, including analysis of projects from a gender perspective
- Addressing Sexual and Gender-based Violence (SGBV): Knowledge of Sexual and Gender-Based Violence (SGBV) policy and principles and the ability to apply them to strategic and/or practical situations.

<b>VI. Recruitment Qualifications</b>	
Education:	Bachelor degree in Project Management, Public Health, Social Sciences, or a related field. Master degree is desirable but not a requirement.
Experience:	<ul style="list-style-type: none"> <li>• Minimum 5 years of working experience preferably with INGOs, NGOs, and UN agencies</li> <li>• Excellent Experience in gender issues and working with young people</li> <li>• Awareness and demonstrable knowledge of reproductive health and GBV issues and their relevance in humanitarian and/or development settings.</li> <li>• Experience in program cycle and reporting (in UN or NGO preferred);</li> <li>• Experience in Results-Based Management (RBM) methodology and techniques desirable; and</li> <li>• Ability to work in teams, under pressure and for extra hours as the situation develops.</li> </ul>
Language Requirements:	Fluency in spoken and written English and Arabic is required
Nationality	Jordanian

### **UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

### **How to Apply:**

Interested individuals with the required qualifications and experience should submit their application to [jco-vacancy@unfpa.org](mailto:jco-vacancy@unfpa.org), with the subject line “**Adolescent Girl Officer**”.

The application should include:

- A cover letter, indicating the candidate’s motivation for this position and relevant expertise and experience.
- A copy of academic qualifications (University Degree).
- Duly completed [P11 UN Personal History Form](#) (only P11 Form will be considered)
- Names and contact information of three references.
- Three evaluation reports (must be submitted by candidates who have UN experience)

The closing date for the submission of applications is **11 November 2021 at 11:59 p.m. (Amman time)**.

Only those candidates who meet all qualifications and experience will be contacted for further consideration. Incomplete applications will be automatically disqualified.