Vacancy Announcement No. 2016/11

ADVERTISEMENT

The UN Women Fiji Multi Country Office (MCO) seek to recruit a suitably qualified Solomon Islands national for the following position to be based in Honiara, Solomon Islands:

**Markets for Change / M4C Communications and Monitoring & Evaluation Officer (SC SB-4)**

The Communications and Monitoring & Evaluation Officer will be responsible for day-to-day M4C project monitoring & evaluation and communication/outreach activities and with support from the M4C team will process results-based monitoring data focused on use of outputs and intermediate outcomes.

Under the direct supervision of the Project Manager in Solomon Islands, the Communications and Monitoring & Evaluation Officer will support the implementation of M4C project in collaboration with the National Project Coordinators and Project Associate (based in MCO) and the developing of project’s work plan and budget for monitoring and evaluation and communication components.

**Contract Level**: SC SB-4  
**Contract Type**: Service Contract Appointment

**General Terms and Conditions of Employment**: Attractive salary with other various benefits including medical, death and disability coverage, superannuation, and annual/sick leave apply. Contract duration is 1 year initially, renewable annually dependent on performance and availability of funds.

**APPLICATIONS** submission must include a Letter of Interest, completed and signed P-11 Form and a Results-Oriented Curriculum Vitae (CV) with full contact / email details of three (3) referees and are to be submitted by Monday 20th June, 2016.

Candidates MUST submit and upload their application electronically on [https://jobs.undp.org/cj_view_jobs.cfm?cur_categ_id=9](https://jobs.undp.org/cj_view_jobs.cfm?cur_categ_id=9) on the Asia and the Pacific link page. **Applications received via email, post or hand delivery will not be considered.**

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

Full details of the Post Profile / Terms of Reference / Job Description entailing minimum qualification and experience, key functions and competencies required of the position can be downloaded from the UN Women website: [http://asiapacific.unwomen.org/about-us/jobs](http://asiapacific.unwomen.org/about-us/jobs) or by contacting the UN Women Fiji Multi Country Office (679 3301178). Additional information including the Results-Oriented Curriculum Vitae format and P-11 Form is also available from the same website.

**Men and women candidates are encouraged to apply.**
** JOB DESCRIPTION **

## I. Position Information

<table>
<thead>
<tr>
<th>Post Title: Markets for Change / M4C Communications and Monitoring &amp; Evaluation Officer</th>
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<tbody>
<tr>
<td>Current Grade: Service Contract (SB-4)</td>
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<tr>
<td>Position Number: Not Applicable</td>
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<tr>
<td>Supervisor/Grade: Project Manager (Markets for Change / M4C) (Solomon Islands)</td>
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**Organizational Unit:** UN Women Solomon Islands

## II. Organizational Context

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. In doing so, UN Member States took an historic step in accelerating the Organization’s goals on gender equality and the empowerment of women.

In support of this goal, UN Women works in the following thematic areas:

1. Expanding women’s voice, leadership and participation,
2. Enhancing women’s economic empowerment;
3. Ending violence against women and girls;
4. Strengthening implementation of the women, peace and security agenda; and
5. Making gender equality priorities central to national and local planning and budgeting.

The Markets for Change - Fiji, Solomon Islands and Vanuatu Project (hereinafter referred to as the M4C PROJECT) is a six year initiative aimed at ensuring that marketplaces in rural and urban areas in Fiji, Solomon Islands and Vanuatu are safe, inclusive and non-discriminatory environments, promoting gender equality and women’s empowerment.

The M4C PROJECT aims to promote the gender, social and economic empowerment of market vendors, with specific attention to the needs and aspirations of women market vendors. Through the creation of representative groups in marketplaces, a focus on economic security, the strengthening of local government institutions, procedures and development approach, and the design and building of gender-responsive infrastructure, market vendors will be able to influence decision-making on
market management and resource allocation, supporting the economic and social empowerment of market vendors, and the advancement of women market vendors. In Fiji, a total of ten markets will be reached over the course of the Project. Evidence to date underlines support by local government and market management.

Markets for Change (M4C) Project will use a multi-sectoral approach to build on previous work done by UN Women, and other UN agencies and partners, to strengthen the present network of market vendors, empower women market vendors and create an enabling environment for their growth. M4C will also support gender-responsive infrastructure regarding market extensions and refurbishment.

For the Markets for Change project in Solomon Islands, UN Women will act as the Implementing Agent and UNDP will be a Responsible Party for the delivery of Outcome 2 of the project as part of the programming for Women’s Economic Empowerment.

The Communications and Monitoring & Evaluation Officer will be responsible for day-to-day M4C project monitoring & evaluation and communication/outreach activities and with support from the M4C team will process results-based monitoring data focused on use of outputs and intermediate outcomes.

Under the direct supervision of the Project Manager in Solomon Islands, the Communications and Monitoring & Evaluation Officer will support the implementation of M4C project in collaboration with the National Project Coordinators and Project Associate (based in MCO) and the developing of project’s work plan and budget for monitoring and evaluation and communication components.

### III. Functions / Key Results Expected

**Summary of Key Functions:**

- Support to formulation and implementation of internal and external communications and advocacy strategies, support to business development
- Implementation of evaluation policies and strategies
- Support to the evaluation process
- Facilitation of knowledge building and knowledge sharing on monitoring and evaluation

**1. Supports the formulation and implementation of internal and external communications and advocacy strategies, supports business development of the Project focusing on achievement of the following results:**

- Preparation and conduct of communications needs assessments for the Project (country programme and corporate change initiatives, etc.)
- Provision of information for elaboration of Project communications and outreach strategy based on the corporate communications strategy.
• Development of communication materials for marketing and awareness-raising campaigns, including briefing materials and press releases in coordination with the supervisor.
• Organization of roundtable discussions, press conferences, briefing sessions, interviews.
• Provision of inputs and researched information in programme formulations to integrate advocacy and communication strategies into all aspects of UN Women’s development programme.
• Develops the Solomon Islands M4C communication and media strategy and related work plans.
• Plans, implements and monitor Solomon Islands M4C communication and media strategy, including monitor and collect electronically all national news relevant to M4C.
• Support the development of all project related material and publications.
• Support the Project Manager in the preparation and finalisation of Solomon Islands M4C donor reports.
• Liaises and coordinates with Fiji MCO communications staff to ensure communication and media outreach strategy and activities align with the regional strategy and activities.
• Works with Fiji MCO communications staff to ensure coordinated media contact lists and alliances
• Works with Fiji MCO communications staff to contribute M4C-related information, photos and content in regional publications and materials.
• Supervise and prepare content for the website parts related to the M4C project ensuring consistent quality and appropriateness of the materials.
• Identifies and develops storylines for publications and substantive articles contributing to debates on key development issues. Prepares human interest stories and project updates drawn from M4C project and partnerships, for UN Women’s global and regional websites.
• Maintenance of Project communication information database and photo library.

2. Ensures the implementation of evaluation policies and strategies, focusing on achievement of the following results:

• Analysis of requirements and synthesis of proposals for the planning, preparation and management of the Solomon Islands M4C project evaluations and other types of related evaluations.
• Inputs to the Solomon Islands M4C evaluation work plan, analysis and proposals on topics, and projects/programmes to be evaluated.
• Promotion of evaluation standards, quality assurance/control and capacity development in the Solomon Islands Office.
• Strengthens and develops Solomon Islands M4C Monitoring and Evaluation plan including tools for implementing the plan and ensure monitoring of activities by M4C partners.
• Lead preparation/implementation of relevant baseline studies and data collection/assessment.
• Undertakes regular monitoring visits to M4C project locations to monitor and collect relevant data related to project activities
• Maintains an effective and updated filing system of M&E related documents and document lessons learned for M4C with specific focus on results, impact and the final outcomes and
3. **Supports effective management of the evaluation process within the Solomon Islands M4C Project, focusing on achievement of the following results:**

- Drafting/revision of Terms of Reference (TOR) for specific project/thematic/sectoral evaluation missions and/or desk evaluations/reviews, participation in consultant and evaluation team selection, technical feedback on evaluations and budget oversight.
- Guidance on UN Women’s evaluation policies, procedures and practices to Programme Managers, UN Women staff concerned with assigned project/thematic/sectoral evaluations and/or desk reviews, consultants and/or members of the evaluation team. Provision of guidance at the design stage of programmes/projects.
- Analysis and synthesis of proposals on areas evaluated, effectiveness and impact of UN Women programmes
- Follow up on implementation of evaluation recommendations.

4. **Ensures facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation, focusing on achievement of the following results:**

- Identification and formulation of lessons learned from evaluations and studies to be integrated into broader knowledge management efforts.
- Contribution to the implementation of Evaluation Knowledge Management and Learning Strategy.
- Participation in results-oriented monitoring and evaluation training efforts in the Country Office.

**IV. Impact of Results**

The key results have an impact on the efficiency of the Project and success in implementation of project strategies. Accurate analysis, data entry and presentation of information ensure proper project implementation. This also includes facilitating progress on effective country level M4C project inception. The post also increases the substantive contributions and visibility of UN Women in the national and local discourse on gender, livelihoods and poverty reduction.

**V. Competencies and Critical Success Factors**

**Functional Competencies:**
Advocacy/Advancing A Policy-Oriented Agenda

**Level 1.1: Support the preparation of information for advocacy**
- Identifies relevant information for advocacy for a variety of audiences

Results-Based Programme Development and Management

**Level 1.1: Contributing to results through provision of information**
- Provides information and documentation on specific stages of projects/programme implementation
- Provides background information to identify opportunities for project development and helps drafting proposals

Building Strategic Partnerships

**Level 1.1: Maintaining information and databases**
- Analyzes general information and selects materials in support of partnership building initiatives
- Maintains databases of donor information
- Tracks and reports on mobilized resources

Innovation and Marketing New Approaches

**Level 1.1: Implementing processes and uses products**
- Documents and tracks innovative strategies/best practices/new approaches
- Responds positively to new approaches

Resource Mobilization (Field Duty Stations)

**Level 1.1: Providing information for resource mobilization strategies**
- Maintains information/databases on potential and actual donors
- Maintains database of project files
- Provides data and information needed for preparation of project documents

Promoting Organizational Learning and Knowledge Sharing

**Level 1.1: Basic research and analysis**
- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

**Level 1.1: Fundamental knowledge of processes, methods and procedures**
- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
Strives to keep job knowledge up-to-date through self-directed study and other means of learning

Demonstrates good knowledge of information technology and applies it in work assignments

Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools, and utilizes these regularly in work assignments

Global Leadership and Advocacy for UN Women’s Goals

Level 1.1: Research and analysis

- Identifies relevant information for advocacy for UN Women’s goals for a variety of audiences

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Responds to client needs promptly

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

VI. Recruitment Qualifications

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<tr>
<th>Education:</th>
<th>Masters’ Degree or equivalent in Gender, Social Work, International Relations, Management, Development, Public Administration, political or social sciences or related field.</th>
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<td></td>
<td>And/or: Bachelors’ Degree or equivalent in Gender, Human Rights, Social Work, International Relations, Management, Development Studies, Public Administration, political or social sciences or related field.</td>
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<tr>
<td>Experience:</td>
<td>Masters’ Degree or Higher + years of experience requirement: Up to 2 years of relevant experience in national, regional and</td>
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- Some experience in monitoring and evaluation with a background and interest in the analysis of socio-economic issues and related policy matters. Relevant experience at the national or international level in public relations, communications or advocacy.

- **And/or: Bachelors’ Degree + years of experience requirement:**
  - Up to 4 years of relevant experience at the community, national, regional and international development issues. Some experience in monitoring and evaluation with a background and interest in the analysis of socio-economic issues and related policy matters. Relevant experience at the national or international level in public relations, communications or advocacy.

- Sound knowledge and practical experience in economics, gender analysis, planning and programming.

- Proven experience with planning, design and implementation of M&E systems, M&E methods and approaches and data/information analysis is required.

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

| Language Requirements: | Fluency in English is required. Working knowledge of another UN official language is an asset. |

### VII. Signatures- Post Description Certification

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<td>Supervisor</td>
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<td>Name / Title</td>
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<td>Chief Division/Section</td>
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