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**VACANCY ANNOUNCEMENT**

**LEADER IN REPRODUCTIVE HEALTH AND POPULATION AND DEVELOPMENT**

**Post Title : Gender Based Violence and Human Rights Programme Officer**

**Level :** **SB3**

**Contract type : Service Contract**

**Duration** : **1 year (Renewable)**

**Duty station : UNFPA Country Office, Maseru**

UNFPA is looking to recruit a Gender and Human Rights Programme Officer. The incumbent will undertake the following main tasks:

**Main Tasks and Responsibilities:**

**Assessment, planning, design, implementation and quality assurance**

* Contribute to planning and developing UNFPA's GBV strategy for the next programme cycle 2019-2023.
* Ensure compliance to planned programme interventions with UNFPA’s global GBV strategy, country specific strategy and National strategies and policies and other relevant international commitments.
* Based on needs and opportunities, assist in planning, and designing of new programme initiatives.
* Provide technical inputs to different stages of programme/project cycle of the overall GBV programme: annual work plans, detailed project implementation plans, progress reports, midterm and annual review.
* Support implementation of UNFPA's GBV programme i.e. projects on gender based violence, engaging men and boys and promoting gender justice in accordance with approved plans and budgets.
* Promote innovative gender empowerment approaches in programming and adapt value added and cost effective solutions for targeted beneficiaries.
* Assist in integrating right based approach in Gender programming with focus on downward accountability.

**Coordination with partners and monitoring**

* Responsible for regular follow up with partners on overall GBV programme.
* Conduct regular field visits to analyze progress, share observations with partners and recommend steps for improvement.
* Prepare and submit regular and timely monitoring reports with findings and recommendations.
* Monitor utilization of budget and ensure steering of the project in coordination with the PC.
* Conduct regular meetings with partners to provide feedback and improve programming quality.

**Project Development and Reporting Assistance**

* Assist in developing proposals and budgets as well writing quality reports, and updates on project progress for submission to donors.
* Review project proposals, periodic narrative and financial reports of partners and give feedback.
* Identify new funding opportunities based on partners’ capacity and geographic presence.
* Monitor project progress and advise on suitable deviations and subsequent revisions required in the proposals and agreements.

**Capacity Development**

* Assist in assessing capacity on a regular basis, suggest and deliver capacity building initiatives.

 **Qualifications and Experience required**

* Master’s degree in Social Sciences, Health Sciences, Population Studies, Gender and Development and other related fields
* At least 3-5years professional experience at the national or international level in implementing Gender Equality and Women Empowerment programs.
* Work experience with women association/organizations is an asset.
* Excellent Skills in computer/information systems.

**HOW TO APPLY:**

Interested applicants should submit their applications through lesotho.office@unfpa.org on or before 12 :00 noon on 30th March 2018

Further details can also be accessed on**:** <https://www.facebook.com.unfpa.lesotho> and

lesotho.unfpa.org

**Only shortlisted candidates** will be contacted.