



## Gender Officer

ONSITE

UNITED REPUBLIC OF TANZANIA

### GENERAL INFORMATION

<b>Host Entity:</b>	UNDP
<b>Country of Assignment:</b>	United Republic of Tanzania
<b>Duty station:</b>	Dar es Salaam
<b>Volunteer Category:</b>	International UN Volunteer Specialist
<b>Number of Assignment(s):</b>	1
<b>Expected Start Date:</b>	01/10/2025
<b>Duration:</b>	18 month(s)
<b>Possibility of Extension:</b>	No
<b>Sustainable Development Goal:</b>	5. Gender equality
<b>DoA ID:</b>	1784888021260301

### DETAILS

#### ORGANISATION MISSION AND OBJECTIVES

---

UNDP is the UN's global development network whose focus is to help countries build and share solutions to the challenges of sustainable development as informed by the 2030 sustainable development agenda. The overall focus for UNDP Tanzania is to support the Government of Tanzania to improve lives of the people through strategic programmatic areas of Inclusive Democratic Governance, Inclusive Economic Growth and Sustainable Livelihoods and Environment Sustainability, Climate Change and Resilience.

#### ASSIGNMENT CONTEXT

---

Gender Equality and Women empowerment are critical issues that must be integrated into all UNDP activities and interventions. UNDP Gender Equality strategy aims to foster this desire and ensure that UNDP pursues its three directions of change, i.e., structural transformations, leaving no one behind and building resilience based on its Country Programme Document and Corporate Gender Equality, Strategic Plan 2022-2025, and UNDP Gender Parity Strategy 2022-2025. The strategy is anchored on the requirement of the Gender Marker and Gender Equality Seal, which provides areas for assessing the performance of mainstreaming gender, including its respective indicators and benchmarks.

The Gender Officer is expected to collaborate with units, departments, programs, portfolios, partners, and senior management within the UNDP

Tanzania Country Office to support the implementation of the Gender Equality Strategy, in alignment with the objectives outlined in the Country Program Document. The integration of gender equality and women empowerment is key across portfolio and therefore the Gender officer is expected to work closely with the CO gender focal team to support the implementation of the GFT plan of action which targets to prepare the CO to achieve Gold Gender Equality Seal in 2026. UNDP Tanzania has transitioned to portfolio approach and currently the following portfolio have been established; Blue economy portfolio, youth portfolio, SDG Financing portfolio, Enabling Environment Portfolio, Energy Efficiency and Climate Change Portfolio and Sustainable Public Procurement Portfolio.

To attain the above, UNDP offers reasonable accommodation for UN Volunteers with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the recruitment process and afterwards in your assignment.

## **TASK DESCRIPTION**

---

Under the direct supervision of Amon Manyama, Programme Specialist/DRR a.i and indirect by Ghati Horombe the Head of Solution Mapping, the UN Volunteer will undertake the following tasks:

- Coordinate the implementation of country office gender focal team action plan which targets to prepare the CO to advance from silver gender equality seal certification to Gold Gender Equality seal. Also support the preparation and implementation of gender equality and disability inclusion annual work plan.
- Support the integration of gender equality and women empowerment aspects in the Country Office programs and portfolios and the review of programs annual work plans to ensure strategic outputs are set for GEN 3 across portfolios and programs.
- Work closely with communication teams and portfolios to creatively and innovatively design visibility materials both online and offline to share UNDP efforts, achievements and interventions championing gender equality, disability inclusion and women empowerment.
- Contribute to the CO's resource mobilization efforts by reviewing concept notes and proposals, ensuring the integration of gender equality, disability inclusion, and women's empowerment. This includes exploring and establishing partnerships with potential funders to support the implementation of the objectives outlined in the Country Program Document.
- Ensure close follow-up for the effective implementation of a strategic partnership with Tanzania Government, private sector and civil society organizations to promote gender equality in line with the UNDP commitments.
- Undertake relevant environment scanning on political, environmental, economic, and social development insights, trends and issues affecting gender equality and women's equal rights in Tanzania and prepare insightful policy briefs, reports and summaries to advocate for change.
- Attend and coordinate quarterly CO gender focal team meetings which are chaired by resident representative, program meetings and other UN Gender and disability related meetings to ensure coordination and alignment with

other UN agencies and CO programs.

- Support staff and partner capacity building initiatives, identify and optimize knowledge sharing spaces to challenge gender inequalities and harmful practice in and out of the organization.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

## ELIGIBILITY CRITERIA

<b>Age:</b>	18-80
<b>Nationality:</b>	Candidate must be a national of a country other than the country of assignment.
<b>Required experience:</b>	3 year(s)

## ASSIGNMENT REQUIREMENTS

### REQUIRED RELEVANT EXPERIENCE

---

3 year(s)

### SKILLS AND EXPERIENCE

---

Experience in coordinating and supporting the implementation of gender equality strategy with UN and international organizations through programs or portfolios.

Skills and experience description

- Demonstrated experience and a thorough understanding of ways of integrating gender equality and women empowerment within programs.
- Experience in forming strategic engagements and partnerships with the government, private sector, civil society systems (national, sub-national), development partners, private sector and civil society in advancing and working national agenda in line with gender equality and women empowerment.
- Skills and experience in preparing policy briefs, reports and proposals focusing on gender equality and women empowerment are critical to be able to support resource mobilisation and knowledge sharing.
- Analytical and Computer skills (i.e. Word, Excel, PowerPoint, social media,

and other data analysis software).

- Experience in designing staff and partner capacity building sessions, which includes preparation of training materials and delivering the training session to targeted audience in line with UNDP guidelines.
- Previous experience as a volunteer and/or experience in another culture (i.e. studies, volunteer work, internship) would be highly regarded.
- Excellent communication skills to articulate issues and influence change.
- Teamwork and ability to work independently without close supervision.

Other (Desired or Mandatory) required technical knowledge:

- Good oral and written skills; good drafting, formulation, reporting skills.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots, community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Sound security awareness.

## **REQUIRED EDUCATION LEVEL**

---

Bachelor's degree in gender equality, women empowerment, sociology and social science or related fields.

## **LANGUAGE**

---

<b>Language</b>	<b>Proficiency</b>	<b>Required</b>
English	Fluent	Yes

## **COMPETENCIES AND VALUES**

---

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

## **OTHER INFORMATION**

Volunteerism is understood as a wide range of activities undertaken of free will, for the general public good, for which monetary reward is not the principal motivating factor.

## **LIVING CONDITIONS AND OTHER REMARKS**

---

Tanzania's living conditions are a blend of modern and traditional, with notable disparities between urban and rural areas. The country is generally considered safe for travelers, boasting a relatively low crime rate compared to many other countries in the region. While the cost of living in Tanzania is relatively low compared to Western nations, it can still be high for those in urban areas or expatriate communities. Basic goods and services like food, fuel, and housing may be costly for lower-income groups, and there is often a significant gap in the quality of life between wealthier urban areas and rural regions. Tanzania is home to a diverse range of ethnic groups and cultures, and the country is renowned for its friendliness and hospitality. Social life typically revolves around family, community, and religious practices. Swahili, the national language, serves as a unifying force among the various ethnic groups. Most of the population resides in rural areas, where agriculture remains the primary economic activity.

Tanzania is a union of Tanganyika and Zanzibar, collectively forming the United Republic of Tanzania. The capital city, Dodoma, is where most government ministries are based. In July 2020, Tanzania officially graduated to a lower-middle-income country after its Gross National Income (GNI) per capita surpassed \$1,036.

<https://www.unv.org/>

### **INCLUSIVITY STATEMENT**

---

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

### **SCAM WARNING**

---

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

**Interested in this Assignment?**

**APPLY NOW**

