

United Nations JPO Programme



TERMS OF REFERENCE 23P302

Junior Professional Officer (JPO)

I. General Information

Title: Gender & PSEA Officer

JPO in Field of Assignment : Gender Equality and Women's Empowerment, Gender Mainstreaming, and Protection from Sexual Exploitation and Abuse (PSEA)

Sector of Assignment (e.g. Political Affairs, Humanitarian Affairs, Administration etc):
e.g. Programme Management, Administration, etc.. Gender Studies, Coordination, Communication, International Development, Humanitarian Affairs, and Protection

Organization/Office:

United Nations / Resident Coordinator System (RCS) / Substantive Unit

Duty Station:

Phnom Penh, Cambodia

[Non-Family Duty Station: yes ☐ / no ☒

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor: Resident Coordinator

Content and methodology of supervision: This position operates under a “matrix” supervision structure. The incumbent will be based in and report directly to the Resident Coordinator's Office (RCO) to support joint UN efforts on Gender Equality and Protection from Sexual Exploitation and Abuse. At the same time, the position will receive technical and personnel supervision from the co-chairs of the inter-agency Gender & PSEA Coordination Group. This means the post is functionally accountable to the RCO, while technical guidance and performance oversight will be provided by the inter-agency group leadership.

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

III. Duties, Responsibilities and Output Expectations

Under the overall guidance of the Resident Coordinator, JPO will work under supervision of the co-chairs of inter-agency group on theme group on Gender and PSEA to perform the following tasks:

Coordinate and support inter-agency groups on Gender & PSEA.

1. Act as the secretariat and provide support to the Chairs of the inter-agency group on Gender & PSEA and its sub-working group on GBV, by organizing and facilitating regular meetings and ensuring timely documentation and dissemination of meeting minutes and action points;
2. Develop and monitor the implementation of the Gender Theme Group (GTG), and annual UNCT PSEA Action Plan and contribute to transparency and accountability through the preparation of year-end progress reports;
3. Support inter-agency coordination on efforts to fully implement the UNCT Gender Equality Acceleration Plan, UNCT GEWE System-Wide Action Plan (SWAP) through information sharing, advocacy, and joint planning;
4. Support technical agencies on the shared commitments to prevent gender-based violence (GBV) through the subgroup of the Gender Coordination Groups within the UN and the GBV partners, and contribute to the implementation of UN SH's Political Engagement Strategy on GBV;
5. Provide technical support to other agency groups on gender equality measures including gender parity through procurement and human resources in the OMT. Support to gender data strengthening through the UN Data Group, ensuring that gender equality is mainstreamed into communications in the UN Communications Group etc;
6. Provide technical support to all inter-agency groups and co-chairs in coordinating with UN agencies and implementing partners, promoting the exchange of good practices, tools, and knowledge to strengthen collective efforts;
7. Assist the Chairs in building and maintaining partnerships with Government counterparts and development partners, including through technical input and engagement in coordination forums;

Strengthening mainstreaming Gender Equality and Women's Empowerment in UN System

8. Support the UN RCO in coordinating UN system-wide gender mainstreaming efforts aligned with the SDG 5 agenda on Gender Equality and Women's Empowerment in Cambodia;
9. Assist the Chairs in monitoring and updating progress on the implementation of the inter-agency plan on Gender & PSEA across the UNCT, promoting leadership-level commitment to gender equality and inclusion, and interaction with different inter-agency UN coordination channels;
10. Identify opportunities to apply gender analysis in UN programming, conduct research on gender and protection issues, and contribute to knowledge products including briefs and reports;
11. Provide technical inputs for agenda setting, capacity development, and gender analysis, particularly in relation to UNSDCF processes, including the common country analysis and related reporting;

Support Chair of PSEA and RCO to enhance PSEA efforts within UN agencies in Cambodia



12. Support the coordination and development of joint UN proposals and resource mobilization initiatives related to Gender, GBV, and PSEA;
13. Assist the UNCT in operationalizing PSEA SOPs, and contribute to strengthening victim-centered assistance mechanisms through the development and refinement of referral protocols;
14. Coordinate with the inter-agency PSEA task team, and facilitate the delivery of PSEA trainings for UN implementing partners to enhance prevention and response capacities;
15. Contribute to the exchange of knowledge and good practices on Gender, GBV, and PSEA with regional, global, and external partners to support learning and alignment with global standards;

IV. Qualifications and Experience

Education:

Advanced university degree (master's degree or equivalent) in Social Work, Gender Studies, Development Studies, Human Rights, international Development, Humanitarian Studies or any other relevant field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of 2 years of progressively relevant experience in the area of gender equality, gender mainstreaming, coordination, safeguarding and prevention from sexual exploitation and abuse, preventing gender-based violence protection, partnership, monitoring and evaluation, and human rights

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations;

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

ACCOUNTABILITY: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments;



Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

CLIENT ORIENTATION: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client

CREATIVITY: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to...

- Experience in application of gender mainstreaming in UN planning, programming, and monitoring is consistently integrated, ensuring gender equality considerations are embedded throughout UN operations, leading to impact results for women and girls in Cambodia
- Acting as a secretariat of United Nations Country Team Inter-Agency Group on Gender & PSEA, and sub-working group on GBV, gender-related meetings are systemically organized and documented within the UN system, ensuring transparent and accountable discussions on Gender Equality, PSEA, and GBV, contributing to continuous progress towards the SDGs.
- Experience gained in joint programming and proposal development, leading to enhanced collaboration and better design in gender-focused initiatives
- The UN’s collaborative efforts on GEWE have been strengthened, resulting in improved outcomes and tangible benefits for women and girls in Cambodia
- The development of individual and organizational capacity through coaching, and on-the-job training, particularly in the supervision and collaboration with staff, Government counterparts, and implementing partners ensuring sustainable outcomes.
- Partnerships with relevant Government ministries and development partners strengthened to facilitate harmonized implementation of Gender, PSEA, and GBV relevant programmes and projects at the joint level.

VI. Background Information

Gender Equality and Empowerment of Women (GEWE) is a strategic priority within the United Nations Sustainable Development Cooperation Framework (UNSDCF) in Cambodia and is fully aligned with national development commitments. GEWE is not only the focus of SDG 5 but also a key factor in achieving broader outcomes related to



inclusive growth, social well-being, and good governance.

As Cambodia advances toward graduation from Least Developed Country (LDC) status, there is increasing recognition of the importance of ensuring that development progress is inclusive and gender responsive. Promoting the full participation of women and girls in economic, social, and public life strengthens national efforts toward long-term sustainability and resilience.

The UN Country Team (UNCT) supports national partners in advancing gender equality, preventing and responding gender-based violence (GBV), and strengthening protection systems, in line with international standards and national strategies. In this context, inter-agency coordination groups on Gender and the Protection from Sexual Exploitation and Abuse (PSEA) have been established to enhance coherence, joint planning, and technical collaboration across the UN system and with counterparts including Royal Government of Cambodia and development partners.

The resident Coordinator's Office (RCO) plays a role in supporting UN system-wide coordination under the UNSDCF. This position, located within the RCO, provides dedicated support to these inter-agency groups through coordination, knowledge exchange, and implementation follow-up. It also contributes to broader efforts to integrate GEWE and protection considerations into joint programming and partnerships, ensuring that the UN's development cooperation in Cambodia continues to reflect the principles of inclusivity, Leave No One Behind (LNOB), national ownership, and shared progress.

About RCO in Cambodia

The Resident Coordinator System encompasses all organizations of the UN system to deal with operational activities for development. As the designate representative of the UN Secretary-General and team leader of the UN Country Team (UNCT), the UN Resident Coordinator (UN RC), in consultation with the UNCT, holds overall responsibility for and coordination of the developmental activities of the UN carried out at country level. The UN Development System repositions and strengthens the resident coordinator system to ensure more coherent, accountable and effective support to respond to the needs of the 2030 Agenda.