

## Job Description

### Background

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**

The Spotlight Initiative (SI) is a global partnership between the European Union (EU) and the United Nations (UN) to eliminate all forms of violence against women and girls (VAWG), including harmful practices. The thematic focus of the SI for the Pacific region is Domestic Violence/Intimate Partner Violence (DV/IPV), which is primarily men's physical and sexual violence against women, including psychological violence and emotional and economic abuse and controlling behaviors such as controlling when women can leave the house, access to finance and extreme jealousy.

Vanuatu continues to have the highest prevalence rates of violence against women and girls globally, with 60% of ni-Vanuatu women aged 15-49 years having experienced physical and/or sexual violence; of those who have experienced violence, 42% have also been raped. The prevalence of sexual abuse against girls under the age of 15 years (almost 30%) is also one of the highest in the world. For more than one in four women in Vanuatu (28%), their first sexual experience is forced. Data on the experience of women and girls with disabilities is limited, however research from other countries shows that women and girls with disabilities are at considerably higher risk of physical and sexual abuse and neglect rates. This situation is exacerbated during emergencies and displacement; given Vanuatu's status as one of the most disaster-prone countries in the world, there is a need to integrate GBV services into emergency planning and response activities.

The Government of Vanuatu is committed to preventing and eliminating all forms of violence and discrimination against women, children and vulnerable groups under the National Sustainable Development Plan. Despite this commitment, there are limited resources in the responsible Ministries to take this agenda forward. The SI provides an opportunity for a multi-sector, coordinated and holistic approach to addressing violence against women and girls working through multiple stakeholders including the UN, Government, service providers, church and civil society. It will also be aligned with the work done by PIFS and SPC on gender issues and specifically on DV/IPV, particularly in the areas of institutional strengthening, prevention, data and partnerships with civil society and women's organizations.

UNDP as part of the Spotlight Initiative is supporting the implementation of various activities in partnership with the Government of Vanuatu, Civil Society. The Spotlight Initiative's work is rooted in research that amplifies the belief that the leadership and deep engagement of civil society is at the core of transformative and sustainable change in the elimination of violence against women and girls. Civil society, in particular women's rights and feminist activists and movements, is therefore a central and paramount partner of the Spotlight Initiative. This includes those representing groups facing intersecting forms of discrimination. Spotlight Initiative's partnership with civil society is guided by:

- A human-rights based approach
- The "Leaving No One Behind" principle, and
- National ownership

As part of the on-going to work under the Spotlight initiative under Pillar 6, UNDP is seeking to recruit a Civil Society Organization Support Officer to work closely with the Spotlight Initiative Grantees in Vanuatu and support their implementation of grants, movement building and core institutional strengthening.

## **Duties and Responsibilities**

The successful candidate will work directly under the Spotlight Initiative Focal point at UNDP Pacific Office. The candidate will be required to provide monthly progressive reports of work undertaken as according to the approved work allocation by the direct supervisor

- Work closely with grantees and national partners in the implementation of Spotlight Initiatives Projects Vanuatu
- Coordinate monitoring of activities and reporting of progress
- Provide technical advice on sexual and gender-based violence
- Actively engage with CSOs, other UN Agencies and support/ collaborate in movement building initiatives in Vanuatu
- Produce periodic progress reports of all activities by grantees and national partners

### **Work closely with grantees and national partners in the implementation of Spotlight Initiatives Projects**

- Provide technical support to CSO grantees in the development of activity plans and implementation of projects providing quality support.
- In close collaboration with the grantees, lead in the holding of capacity assessments as recommended in the Mid-Term Review, develop implementation action plans and support their implementation
- Hold regular progress review meetings and develop strategy for expedited implementation

### **Coordinate Monitoring, Data Collection, and Reporting for the Spotlight Initiative**

- Design and disseminate monitoring and evaluation resource materials, templates, and guidance documentation to CSO Grantees as relevant.
- Support inter-agency efforts on results and progress monitoring and reporting on the Spotlight Initiative.
- Support field visits to ensure the quality and accuracy of collected or reported data.
- Document progress of Spotlight Programme against project implementation plans, results matrix, milestones and targets.

### **Provide technical advice on sexual and gender-based violence**

- Review work of grantees and PP for SGBV technical compliance with Spotlight Initiative guidance
- Provide timely strategic strong technical advice and guidance for interventions and projects activities for the regional and Vanuatu Projects
- Attend field missions and provide technical guidance and support
- Provide guidance to CSO grantees as required including knowledge sharing and information exchange on good practices with other UN and development partners supported SGBV projects in Vanuatu

### **Actively engage with CSOs, other UN Agencies and support/ collaborate in movement building initiatives in Vanuatu**

- Attend CSO and women's rights meetings activities in Vanuatu and make contributions
- Make linkages of the work of the grantees with other key work on women's rights being implemented in Vanuatu
- Connect grantees to opportunities and spaces working on addressing structural and societal and deeply imbedded aspects of patriarchy and link with the greater work on women's rights and gender equality
- Provide support to the Civil Society Reference Group as required

### **Produce periodic progress reports of all activities by grantees and national partners**

- Meet regularly with partners and produce monthly update progress reports on activities and outputs with clear analysis and data
- Produce UNDP Spotlight periodic reports as required

## **Competencies**

### **Core**

Achieve Results: LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work

Think Innovatively: LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking

Learn Continuously: LEVEL 2: Go outside comfort zone, learn from others and support their learning

Adapt with Agility: LEVEL 2: Adapt processes/approaches to new situations, involve others in change process

Act with Determination: LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously

Engage and Partner: LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships

Enable Diversity and Inclusion: LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

### **People Management**

UNDP People Management Competencies can be found in the dedicated [site](#).

### **Cross-Functional & Technical competencies**

- Gender: Sexual Gender-based violence (SGBV)
- Rule of Law, Security and Human Rights: Access to Justice

### **Required Skills and Experience**

#### **Education:**

- A Master's degree in social sciences, women's rights, international studies, law or any other related discipline or relevant social science OR A relevant Bachelor's degree (or equivalent) with two additional years of qualifying experience.

#### **Experience:**

- At least 2 years of progressively responsible professional experience in working sexual and gender-based violence, gender equality and human rights including hands-on experience in implementing and reporting of development projects with a Master's degree OR At least 4 years of progressively responsible professional experience in working sexual and gender-based violence, gender equality and human rights including hands-on experience in implementing and reporting of development projects with a Bachelor's degree.
- Experience of programming on SGBV
- Experience of working in development context
- Experience of programming on SGBV in the Pacific context an advantage
- Spotlight Initiative Experience an advantage

#### **Required Language(s):**

- Fluency of English language is mandatory and Fluency in Bislama is an advantage

## Disclaimer

### [Important information for US Permanent Residents \('Green Card' holders\)](#)

Under US immigration law, acceptance of a staff position with UNDP, an international organization, may have significant implications for US Permanent Residents. UNDP advises applicants for all professional level posts that they must relinquish their US Permanent Resident status and accept a G-4 visa, or have submitted a valid application for US citizenship prior to commencement of employment.

UNDP is not in a position to provide advice or assistance on applying for US citizenship and therefore applicants are advised to seek the advice of competent immigration lawyers regarding any applications.

Applicant information about UNDP rosters

Note: UNDP reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP at the same grade level and with similar job description, experience and educational requirements.

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