

## **Terms of Reference**

<b>Post Title</b>	:	Programme Officer UNIFEM Asia-Pacific and Arab States Regional Programme on Empowering Women Migrant Workers in Asia
<b>Type of Contract</b>	:	Service Contract, with 3 month probation period
<b>Level</b>	:	Remuneration commensurate with qualifications and experience
<b>Duty Station</b>	:	United Nations Development Fund for Women (UNIFEM) East and Southeast Asia Regional Office, Bangkok, Thailand

### **Programme Background**

The United Nations Development Fund for Women (UNIFEM) is the key agency within the UN system with a mandate to work on women's empowerment and gender equality. It provides financial and technical assistance to innovative programmes and strategies that promote women's human rights, political participation and economic security. Within the UN system, UNIFEM promotes gender equality and links women's issues and concerns to national, regional and global agendas by fostering collaboration and providing technical expertise in gender mainstreaming and women's empowerment strategies.

The UNIFEM Asia-Pacific and Arab States Regional Programme on Empowering Women Migrant Workers in Asia seeks to empower women migrant workers from a gender and rights-based development perspective. It does this by helping to create enabling policy, institutional and socio-economic environments that ensure women equality of opportunity, and access to resources and benefits, throughout the migration process.

The programme promotes safe migration of women migrant workers, and has a special focus on domestic workers. Countries currently covered by the programme are Bangladesh, Cambodia, Lao PDR, Nepal, Indonesia, the Philippines, Hong Kong SAR China, Thailand and Jordan.

### **Duties and Responsibilities**

Under the supervision of the Regional Programme Manager for the UNIFEM Asia-Pacific and Arab States Regional Programme on Empowering Women Migrant Workers in Asia and the overall supervision of the Regional Programme Director, the incumbent will perform the following functions and duties:

#### **A. Programme Management and Coordination**

- Assist the Regional Programme Manager in providing technical advice to national offices;
- Assist in Programme management including coordination of projects in programme countries and at regional and global level, and help with coordination of work among regional office Programme staff.
- Formulate and/or review activity proposals from UNIFEM national offices, NGOs, other partners/collaborators;
- Assist in ensuring effective and coordinated communication of information between all organisations and staff involved in the programme implementation;
- In the absence of the Regional Programme Manager monitor all communications, forward critical communications to the Regional Programme Manager, and respond to or forward communications to other staff where appropriate; and

- Liaise with and assist in managing programme implementation on substantive programme issues where delegated to do so by the Regional Programme Manager.

#### **B. Knowledge Generation and Management**

- Undertake research to assist development of proposals, advocacy initiatives and knowledge databases for the Programme;
- Support and contribute to the development and production of documentation and written materials relating to the programme such as programme reports, concept papers, terms of references (TORs), meeting reports, communication materials and other written materials as directed and assist other Programme staff in preparation of these documents as needed;
- Assist in Programme information dissemination and implementation of communication strategy, including writing and production of electronic news briefs ('currents'), annual report inputs, website materials, publications, etc.
- Manage the updating of content on the Migration Programme web page on the UNIFEM ESEARO website; and
- Undertake and/or manage translation work as required.

#### **C. Finance and Operational Assistance**

- Assist in the preparation of project budgets and revisions and maintain all necessary financial records in compliance with the UNDP ATLAS system and financial accountability requirements;
- Coordinate and manage all financial disbursements and banking for the regional office and for Cambodia, Indonesia, Laos, Thailand, Philippines and Hong Kong, ensuring national offices also meet financial accountability requirements;
- Assist the Regional Programme Manager by tracking and reporting programme expenditures on a regular basis;
- Coordinate with the Regional Programme Manager and Office/Finance Manager on procurement, contracting, and finance issues, in coordination with Administrative Assistant;
- Follow-up with UNDP and project offices on procurement and payment issues where needed;
- Organise and assist with meetings, workshops, training sessions, presentations and other events;
- For meetings, workshops, training, and presentations to be conducted outside of Thailand, where possible ensure through liaison with partners/contractors that arrangements are complete and details have been communicated to all participants; and
- Represent UNIFEM Asia Pacific and Arab States Regional Programme on Migration at meetings as designated by the Regional Programme Manager and endorsed by the RPD.

#### **D. Other**

- Undertake other duties to assist Programme implementation as assigned by the Regional Programme Manager.

#### **Qualifications:**

- Post-graduate degree in Social Sciences, Finance, or Management; qualifications in the fields of gender, migration/trafficking and/or development will be an advantage.
- Minimum 5 years experience in project management; experience in gender, migration/trafficking and/or development issues will be an advantage.
- Experience and knowledge of the UN system an advantage.

- Excellent command of both spoken and written English; good report writing skills.
- Excellent communication skills and good human relations skills, especially the ability to relate to a wide range of team members and partners.
- Progressive thinking, ability to work as part of a team and also to achieve work outputs with limited supervision, and a pro-active, energetic and innovative approach to work.
- Ability to manage time in multi-tasking and conducting parallel activities, and to meet deadlines.
- Good working knowledge of computer programmes including MS Word, Excel and Power Point.
- **NOTE:** Under the terms of the contract type, this position is only open to **Thai nationals**.

**Closing date for applications is 25<sup>th</sup> September 2006.** Applications, in English, should consist of a brief cover note; a clear description of the candidate's previous experience in performing similar duties and undertaking similar responsibilities to those listed above; an indication of which of the qualifications criteria are met; and should include the names and current contact details of at least 3 work-related referees. Any written references may be attached to the application. In addition, please attach an up-to-date CV with full contact details and personnel data. Please do not include photographs.

Please send your application to:  
Ms. Rachel Conejos  
UNIFEM East and Southeast Asia Regional Office  
5th floor, United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200 Thailand  
Fax: + (66) 02 280 6030  
Email: rachel.conejos@unifem.org

**Only short-listed candidates will be contacted.**