Secondment as

Senior Advisor, Women, Peace and Security
UN Women, Georgia Country Office in Tbilisi, Georgia

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Since 2001, UN Women has been providing continued support to partners in Georgia, Armenia, and Azerbaijan to increase meaningful participation of women in conflict prevention, conflict resolution and sustainable peacebuilding processes. Under the current country Strategic Note (2021-2025) and in line with UN Sustainable Development Cooperation Frameworks (2021-2025), UN Women supports the government of Georgia to develop and implement National Action Plans for the implementation of UN Security Council Resolutions on Women, Peace and Security #1325 et al. and to achieve targets of the nationalized SDG 5 and 16. Within this framework, UN Women supports the security sector actors, including the Ministry of Defense and the Ministry of Internal Affairs to mainstream gender into the Security Sector Reform process and its outcomes. UN Women also continues to support capacity development of women mediators across the South Caucasus region and creates spaces for women peace activists’ effective engagement in peace and confidence building processes.

Tasks and responsibilities:
Under the overall guidance and with the direct supervision of Country Representative in Georgia and Liaison for the South Caucasus, the Senior Advisor on Women Peace and Security (WPS) is responsible for advising on WPS programme in Georgia, Armenia and Azerbaijan. More precisely, the colleague is to support UN Women Georgia Country Office in further strengthening its well-established programming in WPS thematic area in Georgia by enhancing confidence building and people-to-people dialogue opportunities for Abkhaz, Georgian and South Ossetian women as well as exploring programming opportunities around WPS agenda in the regions densely populated by ethnic minorities such as Kvemo Kartli, Samtke-Javakheti and Kakheti. The Senior Advisor leads the development and implementation of the UN Women WPS programme in Armenia and Azerbaijan, assisting the Country Representative in Georgia and the Liaison for the South Caucasus in her efforts to mobilize resources and harness partnerships for programmatic work around WPS. The Senior Advisor also guides and facilitates the delivery of UN Women programmes by monitoring results achieved during implementation and ensuring appropriate application of systems and procedures and develops enhancements if necessary. The Senior Advisor works in close collaboration with the programme and operations team in Georgia Country Office as well as Europe and Central Asia Regional Office as well as Headquarter staff, Government officials, multi and bi-lateral donors and civil society ensuring successful programme implementation under WPS portfolio.

Provide policy advisory and programme development services and develop programmes for UN Women in the South Caucasus region in the area of Women, Peace and Security (WPS):
- Provide programme and policy advice to the Country Representative in Georgia and Liaison for the South Caucasus within the WPS portfolio;
- Develop up-to-date knowledge of regional development in peace and security issues and integrate information do develop policy and programme, analysis, outreach and advocacy;
- Deliver analytical reports, briefing notes, background papers, summaries, talking points, and others as required by Country Representative in Georgia and Liaison for the South Caucasus;
- Provide policy advice and substantive inputs to the design, formulation and finalization of project proposals and initiatives related to the WPS in Georgia, Armenia and Azerbaijan and/or South Caucasus more broadly;
- Develop briefs, policy dialogue and other documents related to WPS;
- Develop and enhance programme design through periodic consultations with key stakeholders, women leaders, human rights experts and UN partners;
- Work closely with the HQ WPS and Resilience Unit as well as Regional Policy Adviser of Europe and Central Asia Regional Office, to identify good practices, technical expertise, strategic
opportunities for addressing women’s empowerment and gender equality issues in the area of WPS and Disaster Risk Reduction.

Manage the implementation of WPS programme portfolio in the South Caucasus region:

- Establish the annual workplan and budget for WPS programme outcomes and manage their implementation in Armenia and Azerbaijan and Georgia;
- Manage the technical implementation of WPS programme portfolio in the South Caucasus region, provide technical advice; ensure synergies with UN Women other thematic work/portfolios;
- Review the submission of implementing partners financial and narrative reports;
- Provide guidance to personnel and partners on Results Based Management tools and performance indicators;
- Lead Project Steering Committee, project review and/or evaluation meetings as necessary.

Oversee technical assistance and capacity development to partners working in area of WPS:

- Build, manage, and expand relationships with national partners to implement and expand the WPS programme in the South Caucasus; respond to any potential problems;
- Provide technical advice to partners; Serve as an expert resource to partners on WPS;
- Implement and oversee capacity development opportunities and initiatives;
- Provide partners with technical assistance, training and capacity development initiatives.

Manage the monitoring and reporting of the WPS programme portfolio:

- Manage the process of monitoring the programme/project implementation of activities and finances using results-based management tools;
- Finalize quarterly reports and donor reports, focusing on results, output and outcomes;
- Prepare high quality donor reports and contribute to UN Women reporting (quarterly, annual, etc.)

Build and maintain partnerships and support in developing resource mobilization strategies:

- In close coordination with Country Representative and Liaison for the South Caucasus develop and implement partnerships and resource mobilization strategies for WPS;
- Finalize relevant documentation on donors and develop potential opportunities for resource mobilization;
- Proactively identify potential donors/partners and explore opportunities for resource mobilization;
- Analyze and research information on donors, finalize substantive briefs on possible areas of cooperation, identification of opportunities for cost sharing.

Manage inter-agency coordination to achieve a coherent and aligned implementation of WPS activities:

- Provide substantive technical support to the Country Representative in Georgia and Liaison to the South Caucasus on inter-agency coordination related activities by attending meetings, events, and participating in groups and committees;
- Coordinate with other UN agencies, government departments, donors and NGOs to ensure the capacity development and advocacy interventions are harmonized and aligned with the partners’ efforts;
- Take part in country level Comprehensive Country Assessment (CCA)/United Nations Sustainable Development Cooperation Framework (UNSDCF) processes and similar exercises related to the RC system;
- Provide substantive inputs to CCA/UNSDCF and other documents, as necessary.

Lead advocacy, knowledge building and communication efforts

- Represent UN Women in meetings and policy dialogues on issues related to WPS as requested by the Country Representative in Georgia and Liaison to the South Caucasus;
- Manage advocacy strategies and their implementation;
- Identify best practices and lessons learned to guide programme improvement and strategy planning;
- Lead the development of knowledge management strategies and methodologies and products on WPS.

Qualification and Experience:

- A Master’s degree or equivalent in a relevant field is required.
- A project/programme management certification would be an added advantage.
- At least 7 years of progressively responsible experience at the national or international level in design, planning, implementation, monitoring and evaluation of development projects is required.
- Strong technical experience in the area of Women, Peace and Security is required.
- Experience coordinating and liaising with government agencies and/or donors is desirable.
- Strong diplomatic skills, will and proven capacity to be effective, keen interest in political processes.
- Experience leading and coaching staff in international settings is required.
- Experience working in the UN System is desirable.
- Experience in the use of a modern web-based ERP System, is desirable.
- Fluency in English is required.
• Knowledge of Russian language or knowledge of any South Caucasian language is desirable.
• Passive knowledge of two Swiss official languages is required for exchanges with the FDFA
• Physical and mental fitness to work in this context (assignments are subject to successfully meeting the medical standards);
• Possession of a valid automobile driving license and the ability to drive a 4x4 vehicle using manual transmission;
• Swiss nationality (Citizenship of the country of assignment, including areas of responsibility (Georgia, Armenia, Azerbaijan) is not possible, not even for family members on mission).

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<th>Duty station:</th>
<th>Tbilisi, Georgia</th>
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<tbody>
<tr>
<td>Travel advise:</td>
<td><a href="https://www.eda.admin.ch/countries/georgia/de/home/reisehinweise/vor-ort.html">https://www.eda.admin.ch/countries/georgia/de/home/reisehinweise/vor-ort.html</a></td>
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<tr>
<td>Start of assignment:</td>
<td>1 September 2024 or on appointment</td>
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<tr>
<td>Duration of contract:</td>
<td>1 year, with the possibility of extension.</td>
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<td>Deadline for applications</td>
<td>21 April 2024</td>
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<td>Interviews scheduled to take place on:</td>
<td>26/29 April 2024</td>
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<td>Family:</td>
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Click here to learn more about the organisation: [https://georgia.unwomen.org/en](https://georgia.unwomen.org/en)

For further information, please contact:
• Mr. Christoph Späti, Program Manager (christoph.spaeti@eda.admin.ch, +41 58 46 35937) for questions related to the mission or
• Ms Janine Misteli, Swiss Expert Pool (janine.misteli@eda.admin.ch, + 41 58 46 26339) for questions on requirements and on the selection process.

Assignment:
The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding. The seconded expert receives a contract from the Federal Department of Foreign Affairs for the duration of their deployment [PVFMH (D) / OPers-PDHH (F) / OPers-PRA (I)].

Please apply through the Swiss Federal Administration recruitment system [https://www.stelle.admin.ch/stelle/it/home/stellen/stellenangebot.html](https://www.stelle.admin.ch/stelle/it/home/stellen/stellenangebot.html)

A complete application contains:
• an application letter in English;
• a CV English;
• diplomas and work certificates;
• the completed Personal History Form PEP (see: [http://bitly.ws/dTMd](http://bitly.ws/dTMd))

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1 Swiss Expert Pool for Civilian Peacebuilding
The deployment of civilian experts within the scope of Switzerland’s policy on peace, human rights, and humanitarian issues is a long-standing tradition. Depending on specific needs, civilian experts are made available for temporary civilian peace projects as election monitors, police advisers or specialists in fields such as constitutional law and practice, mediation, the rule of law, human rights and humanitarian law ([www.eda.admin.ch/expertenpool](http://www.eda.admin.ch/expertenpool)).