



UNITED NATIONS DEVELOPMENT PROGRAMME

I. Post Information

Post Title: Gender Specialist (for Nepalese only)

Location: Kathmandu, Nepal

Vacancy Type:

Additional Category: Democratic Governance

Application Deadline:

Type of contract:

Languages Required:

Starting Date:

Duration of Initial Contract:

II. Background

The Electoral Support Project (ESP) is a four year technical assistance initiative focusing on the inter elections period of 2008 until 2012. It aims to build the Electoral Commission of Nepal (ECN) into a sustainable institutional and professional body for future elections. Through the provision of on-site technical advisory services and specialized electoral support, the ESP seeks to build the institutional and professional capacity of ECN both at national and decentralized levels up to internationally acceptable standards of elections.

One of the critical priorities recognised by ECN at institutional, organizational and individual levels is the capacity to institutionalize gender inclusion into electoral management which will enable equal opportunities for both men and women from all social backgrounds both as voters, as candidates and as electoral staff.

In 2010, ECN and UNDP commissioned a study on 'Gender Mapping in the Field of Elections' in Nepal. The objectives of the study were to identify gaps in organizational, institutional and individual capacities at the ECN whilst it was conducting its election related activities. The study suggested some specific recommendations focusing on the areas of; i) policies and strategies on gender inclusion, ii) appropriate mechanisms for [gender mainstreaming](#) and, iii) capacity development of the ECN for sustainable gender mainstreaming .

III. Duties and Responsibilities

The Gender Specialist will aim to enhance ECN's gender capacity as a priority, with a focus on its ongoing and planned activities which are supported through UNDP-ESP. S/he will report to the ESP's project management and will liaise/ collaborate with the designated officials of the ECN.

Under the direction of the ESP Management, the Gender Specialist will support to manage the achievements of the gender and [social inclusion](#) related targets in all components implemented through the ESP and the ECN. The responsibilities of the gender specialist will be to:

- Provide expert advice to implement the [Gender Equality](#) and Election Strategy for the Election Commission of Nepal and facilitate the consultation processes.
- Provide expert advice to the ECN with gender related information for the development of national level

guidelines, policies and legislations.

- Take lead in coordinating consultations with the Gender Equality Consultative Group for the ECN, comprising of gender experts, women representing different marginalized groups, ECN officials and other stakeholders and to seek feedback in relation to gender issues in the work of elections.
- Provide expert inputs to the Gender Focal Person within the ECN.
- Coordinate the implementation of the approved capacity building activities from a managerial and technical perspective. This will include the administration of pre and post training assessments and compilation of proceedings.
- Provide inputs on the gender and social inclusion in the annual work plan of the ECN, monitor actions and draft quarterly and annual reports.
- Help in the design and implementation of an inclusive and diverse outreach and proportional participation strategy.
- Document major achievements and challenges in promoting gender equality in the work of elections.
- Provide ECN expert advice and information for the planned survey/research on elections.
- Provide ECN with gender related information to generate sex-disaggregated data relevant to different electoral processes, to make descriptive analyses of central tendencies and distribution by sex, and to share knowledge through the official websites.
- Draft thematic briefing papers to keep stakeholders and donors informed.
- Facilitate gender equality training sessions.
- Undertake other related tasks as instructed by the supervisor.

IV. Competencies

Functional Competencies:

- Strong inter-personal skills, communication, networking and team-building skills; competent in leading teams and creating team spirit, management of inter-[group dynamics](#) and conflicting interests of various actors, stimulating team members to produce quality outputs in a timely and transparent fashion
- Excellent oral communication skills and excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality papers and reports
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government; ability to deal with politically sensitive issues
- Results driven, ability to work under pressure and to meet strict deadlines; remains calm and in control under pressure
- Consistently approaches work with energy and a positive, constructive attitude

Shares knowledge and experience actively, mentors project staff:

- Focuses on result for the client and responds positively to feedback
- Demonstrates commitment to UNDP's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Core Competencies:

- Skill in negotiating effectively in sensitive situations
- Skill in achieving results through persuading, influencing and working with others
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

VI. Required Skills and Qualifications	
Education:	<ul style="list-style-type: none"> • Masters in social sciences with an added emphasis on gender studies or any other related field.
Experience:	<ul style="list-style-type: none"> • Seven years gender related professional work experience. Experience working with electoral field would be an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English with professional writing skills is required apart from Nepali.

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.