

I. Position Information

**Job Title: Programme Analyst
(WEE-EVAWG programme nexus)**

**Unit/Office: UN Women Burundi
Duty Station: Bujumbura**

**Reports to (Title/Level): Programme
Management Specialist/Head of
Programmes (NOD/P4)**

**Contract Modality: FTA International (JPO)
Grade Level: P2**

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.

UN Women Burundi's Strategic Note 2024-2027 aligns with UN Women's Global Strategic Plan, the National Development Plan 2018-2027, the National Program for the Capitalization of Peace, the Promotion of Economic Growth (PNCP 2021-2027), the National Gender Policy, UN SC Resolution 1325 and the United Nations Cooperation Framework (2023-2027).

It captures the triple mandate of UN Women (Normative, Coordination and Programmatic) aimed at supporting government and partners to achieve lasting results for Gender Equality and the Empowerment of Women, building on its comparative advantages.

UN Women's work in Burundi focuses on 5 interconnected priority themes:

1. Women's political participation and leadership (WPPL)
2. Women's Economic Empowerment (WEE)
3. Ending Violence Against Women and Girls (EVAWG)
4. Women, Peace, and Security (WPS)
5. Gender in Humanitarian Action (GiHA)

In 2026, UN Women Burundi has put in a lot more focus on the WEE and EVAWG thematic areas due to the inextricable linkages between poverty and violence against women and girls. UN Women, through the Women's Economic Empowerment (WEE) and Ending violence Against Women and Girls (EVAWG) Programmes thus provide support to the Government of Burundi in implementing its commitments on promoting gender equality and women's empowerment in line with international, regional, and national normative and legal frameworks, including the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), Beijing Platform for Action, EVAWG National Strategic Plan, etc.

In view of the above, UN Women has been partnering with the Ministry of Justice, Human Rights and Gender, other sector ministries, sister UN agencies, national and international NGOs, the private sector and the academia, UN Women has been providing technical support to the country in planning, implementation, monitoring, and reporting on national commitments on gender equality and women's empowerment.

UN Women Burundi's **Women's Economic Empowerment (WEE)** and **Ending Violence Against Women and Girls (EVAWG)** programmes are the country office's core, interconnected priorities, focused on addressing both the economic and structural drivers of gender inequality. The **WEE programme** aims to ensure women achieve income security, decent work, and economic autonomy by tackling systemic barriers through increased financial inclusion, promotion of the care economy, support to climate-resilient agriculture and value chains, and strengthening women's entrepreneurship and leadership, while also addressing social norms that limit women's participation in the economy.

In parallel, the **EVAWG programme** focuses on shifting from fragmented interventions to a more institutionalized and data-driven system by strengthening national frameworks and accountability mechanisms, expanding access to integrated survivor-centered services and justice, supporting the implementation of legal and policy commitments, and promoting prevention through community engagement and transformation of harmful social norms. Together, these programmes adopt a mutually reinforcing approach recognizing that economic vulnerability and violence are closely linked, and therefore require integrated, systemic solutions to achieve sustainable gender equality outcomes in Burundi.

Under the guidance and **direct supervision of the Programme Management Specialist/Head of Programmes**, the Programme Analyst is responsible for the following tasks geared at reinforcing the WEE-EVAWG nexus:

1. Contribute through technical support to the implementation and management of the WEE and EVAWG programmes.

- Contribute to the monitoring and administrative and technical management of the programmes.
- Contribute to the drafting of basic documents relating to the launch, implementation, monitoring, and evaluation of the activities in the EVAWG-WEE programme action plans.
- Create and maintain files of correspondence/documents and electronically received information and ensure up-to-date filing. Maintain both hard copies and electronic copies of the office records and reference files on various subjects.
- Prepare presentation material/slides in Power-point for presentations for the meetings/workshops and keep all papers ready for meetings.
- Prepare and compile information, meeting notes, notes for file regarding all project activities and coordination meetings with government stakeholders.
- Contribute to preparation of the project regular and specific narrative reports, as per donor's requirements; including overseeing compilation of briefings and background information requested by the management, donor, Government.

- Participate in coordination with all project purposes including government stakeholders, CSOs and within UN for effective implementation of the WEE-EVAWG project related activities.

2. Provide monitoring and coordination support through the following field support.

- Support the implementation, monitoring and reporting of all activities under WEE-EVAWG Programme including log frame, in compliance with UN WOMEN and donor's administrative, legal, and procedural requirements.
- Follow up with local partners on implementing activities, including monitoring work plans and activities.
- Liaise with the partner's M&E staff to ensure timely progress and report on field activities.
- Support the production of any material needed for information purposes, such as reports, articles for the web, brochures, films, etc.
- Participate in timely data collection for reporting purposes.

3. 2. Provide administrative support to the financial management of the WEE/EVAWG Programmes

- Participate in creating projects and AWARDS in Quantum, prepare budget revisions, revise project awards and status; and determine unutilized funds and the operational and financial close of a project.
- Provide administrative support in monitoring budget preparation and the finances of programmes/projects, including the finalization of FACE forms.
- Provide administrative support for the preparation and management of partner agreements, in liaison with other colleagues in the office.
- Create requisitions in Quantum for development projects and register good receipts in Quantum.

The Programme Analyst shall thus work in close collaboration with the Programme Management Specialist; the Team leads the WEE and EVAWG thematic areas to ensure the successful implementation of the programme aimed at ensuring the nexus between the WEE and EVAWG thematic areas.

III. JPO Programme Components

Programme Management Specialist/Head of Programmes:

Content and methodology of supervision:

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

Evaluation:

The Performance Management and Development (PMD) tool will serve as a primary platform to evaluate of the JPO's performance.

Training components:

- Participation in a UN Women Induction Course in New York
- UN Women mandatory online training courses
- Access to online training and learning resources of the Learning Management System to develop management skills as well as knowledge in specific technical areas in line with the individual learning plan developed annually with the supervisor
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide

Learning components:

On completion of the assignment, the JPO will be able to demonstrate solid foundational competencies in programme support, monitoring and reporting, stakeholder engagement, and coordination within the UN system, particularly in the areas of Women's Economic Empowerment (WEE) and Ending Violence Against Women and Girls (EVAWG). In addition to strengthening UN Women core competencies, the JPO will also acquire the following:

- Practical exposure to gender-responsive programme implementation, supporting WEE and EVAWG initiatives at country level
- Hands-on experience in Results-Based Management (RBM), including contributing to work planning, monitoring, and donor reporting processes
- Basic skills in partnership coordination and stakeholder engagement, working with government, civil society and UN partners
- Familiarity with UN Women procedures and UN system coordination mechanisms, including joint programmes and inter-agency collaboration

IV. Functions

1. Support programme implementation and delivery:
 - Contribute to the implementation of WEE and EVAWG programme activities in line with approved workplans
 - Ensure tasks are completed with attention to quality, timeliness, and compliance with UN Women procedures
2. Assist in programme planning and documentation:
 - Provide inputs to workplans, concept notes, briefing notes, and presentations
 - Support the preparation of clear and well-structured communication and knowledge products
3. Contribute to monitoring, reporting and data management:
 - Support tracking of programme results using RBM tools
 - Assist in drafting donor and internal reports and compiling data on outputs and outcomes
4. Facilitate coordination and stakeholder engagement:
 - Support organization of meetings, workshops, and coordination platforms
 - Maintain effective working relationships with government counterparts, partners, and UN agencies
5. Provide operational and administrative support:
 - Assist in programme-related administrative processes including financial tracking, procurement, and partner documentation

- Ensure proper filing and record-keeping in compliance with organizational standards
- 6. Support advocacy, knowledge management and learning:
 - Contribute to advocacy initiatives, campaigns, and visibility activities
 - Assist in documenting lessons learned and good practices, promoting knowledge sharing within the office

V. Key Performance Indicators

1. **Programme Implementation Support**
 - Timely and quality contribution to the delivery of WEE and EVAWG programme activities in line with approved workplans
2. **Monitoring, Data Management and Reporting**
 - Accuracy and timeliness of data collection and inputs to RBM tools
 - Quality contributions to donor and internal reports across economic empowerment and EVAWG results
3. **Stakeholder Coordination and Partnerships**
 - Effective support to engagement with government institutions, CSOs, UN agencies, and other partners
 - Quality organization of coordination meetings, workshops, and field activities
4. **Planning, Knowledge and Advocacy Support**
 - Quality inputs to workplans, briefs, and communication materials
 - Contribution to knowledge products, visibility initiatives, and documentation of results and good practices

VI. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:
<https://www.unwomen.org/en/about-us/employment/application-process# Values>

Functional Competencies

- Programme formulation and implementation skills
- Results-Based Management (RBM)
- Partnership and coordination skills
- Communication skills: Strong written and oral communication skills, including the ability to draft reports, presentations, and knowledge products
- Knowledge of gender equality and understanding of issues related to Women's Economic Empowerment and Ending Violence Against Women and Girls
- Organizational and planning skills and ability to manage multiple tasks, prioritize effectively, and meet deadlines
- Learning and adaptability: Openness to learning, ability to adapt to new environments, and demonstrate initiative in professional development

VII. Recruitment Qualifications

Education and certification:	• Master's degree or equivalent in Gender and Development studies, Social Sciences, International Development, Economics or a related field is required • A first-level university degree in combination with two additional years of qualifying experience <u>may be accepted</u> in lieu of the advanced university degree. A project/programme management certification would be an added advantage
Experience:	• At least 2 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building; • Experience in the WEE and/or EVAWG. Knowledge of both is an asset;
Language Requirements:	• Fluency in French is required • Knowledge of the other UN official working language is an asset. • Knowledge of English is an asset.