

TERMS OF REFERENCE

Program:	Promoting Gender Equality in National Development Policies and Programs
Position:	Program Associate
Duty Station:	Chisinau, Moldova
Duration:	1 year

Background:

In May 2007 UNIFEM with funding support from SIDA has commenced the program on Promoting Gender Equality in National Development Policies and Programs to address gender inequalities in the context of national efforts for poverty alleviation and public sector reform as a means to guarantee human security and human rights for all citizens – men and women. The overall development objective of the program is to promote gender equality as a prerequisite for rights-based sustainable development in the context of the MDGs, the National Development Strategy and EU aspiration of Moldova. The program will enhance national capacities in Moldova to realize their commitment to gender-responsive good governance and poverty alleviation.

Significant groundwork was undertaken by the program on further promoting gender equality in the Republic of Moldova. These include, but not limited to the strengthening of the National Bureau of Statistics in the areas of production and dissemination of gender statistics and development and use of gender monitoring indicators, mainstreaming gender priorities into the National Development Strategy (2008-2011), supporting the Government in reviewing the MDG3 Targets and Indicators, developing a platform for promoting Gender Responsive Budgeting, raising awareness and building capacity among the government officials, civil society organization and donors on gender equality and women's human rights. During 2009 and beyond the program will primarily focus on the labor market and employment as well as budgeting areas. The Program will work closely with the Ministry of Economy and Trade, Ministry of Finance and the Ministry of Social Protection, Family and Child as well as few other key ministries. In overall, during the year 2009 the program will continue implementation of those areas launched in 2007 with the Government with the possibility to expand the program areas from 2010 under the next envisaged phase of the program.

Currently, the program is run under the leadership of an International Program Manager/Chief Technical Advisor with the national team comprising of four program staff. At present, the program is undertaking a re-profiling exercise based on the need to better serve the emerging needs in the areas of gender equality and women's human rights as well as on the need to align the program functions with the new Strategic Plan of UNIFEM for 2008-2011.

Thus, the program is seeking to recruit prospective men and women to occupy newly revised positions within the program. The selected candidates will be required to start immediately from mid January 2009.

Tasks and Responsibilities:

Under the supervision of the National Program Manager (NPM) and under the overall guidance of the Chief Technical Advisor (CTA) the Program Associate will have responsibilities for providing assistance to the daily implementation of the program and financial administration.

More specifically, the Program Associate's tasks and responsibilities will include:

1. Ensures effective support to the **program implementation**, focusing on achievement of the following results, primarily in the areas of:
 - Providing daily support on timely execution of program approved workplans;
 - Providing substantial inputs to the preparation of quarterly, semi-annual and annual reports;
 - Assisting in monitoring the progress throughout the program phase;
 - Ensuring continued effective implementation of gender statistics areas of the program through close cooperation with the National Bureau of Statistics;
 - Assisting the NPM in promoting gender responsive budgeting in the academia and policy fields;
 - Leading in actual documentation of program experiences in the above fields;
 - Collecting and gathering required information, data for program activities/initiatives throughout the program phase;

2. Ensures **efficient financial administration and operational support**, focusing on achievement of the following results:
- Assisting the NPM in managing the program's financial matters of the program;
 - Maintaining accurate financial records of the program as required by UNIFEM;
 - Preparing and submitting financial requests to the Regional Office of UNIFEM for CIS with complete package of supporting documents;
 - Assisting the NPM in administering operation of the office in accordance with UNIFEM rules and regulations;
 - Assisting the NPM in managing human resources of the program as per UN/UNIFEM rules and regulations;

Also, the program associate will provide inputs to the followings:

- Assisting the NPM in coordinating the exchange of information among the program partners;
- Ensuring maintenance of the program's G Drive, and provision of inputs to UNIFEM CIS Intra and UNIFEM CIS and HQ internet;
- Supporting missions and subcontracted program activities;
- Developing and submitting Individual Work Plans as well as Results and Competency Assessment (RCAs) to the NPM;
- Providing required support in organizing/conducting program activities;
- Supporting other programme-related activities as required by the programme management;

Qualifications

Competencies	(1) Professionalism: Knowledge of development and finance, including knowledge of human rights and gender issues; ability to produce reports and papers on program matters, including technical issues; analytical skills; program/project work experience with regards to organizational and project/component leadership experience. (2) Teamwork: Good interpersonal skills; ability to work in a multicultural environment and to maintain effective working relations. (3) Communication: Drafting skills and ability to prepare concise project/activity reports; proven ability to communicate complex issues to the partners; Proven initiative and creative abilities, record of working harmoniously in teams and creating an enabling environment; good judgment and decision-making skills to achieve stated objectives.
Education	Graduate/post graduate degree in finance, statistics or other relevant fields.
Work Experience	At least 3 years of progressively responsible professional experience in finance, statistics and/or development areas. Experience in international or donor organizations will be an asset; knowledge of and dedication to the UN principles required; experience of working with governmental bodies as well as civil society organizations is an asset;
Language	Fluency in written and spoken state language. Good working knowledge of English and Russian.
Personal qualities	Ability for self-learning and self-upgrade of knowledge and skills; Initiative and sound judgment, dedication to the UN principles.
Other skills	Knowledge and skills of relevant computer applications of MS Office applications (Word, Excel, Power Point), knowledge of Internet communications and command is required. Minimum typing speed of 30 w/pm (shorthand typing is an advantage)

Pls provide the following documents:

- 1. Cover Letter,***
- 2. Curriculum Vitae,***
- 3. List of your last three employers with concrete contact details such as full name, email, telephone/fax/address.***