

TERMS OF REFERENCE

Program: Promoting Gender Equality in National Development Policies and Programs
Position: National Program Manager
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 National Program Manager will be expected to 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 Regional Program Director for the UNIFEM CIS, and under the overall guidance of the International Chief Technical Advisor (CTA), the National Program Manager (NPM) will have responsibilities for managing daily functions of the program to ensure effective implementation of the program as per work plans.

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

- Elaborating the strategy for effective implementation of program objectives for ensuring successful achievement of the program outputs;
- Taking full responsibility for establishing good rapport with the government counterparts on gender related issues and work as a liaison officer between the program and the government, civil society, UN Agencies, donors and intergovernmental agencies as necessary.
- Preparing and updating work plans and ensuring their timely execution;
- Undertaking continuous monitoring of progress throughout the program phase, drafting relevant reports and correspondence with the UNIFEM Regional Office for CIS countries;
- Ensuring close collaboration with the SIDA Office in Moldova and submission of regular reports;
- Organising and supporting technical assistance, monitoring and evaluation missions and subcontracted program activities, including drafting ToRs for all program subcontractors;
- Managing program's financial resources in accordance with UN/UNIFEM rules and regulations;

- Ensuring timely documentation and submission of program experiences and results from the program start;
- Organising, co-ordinating, preparing, conducting and providing technical advice and input to program activities;
- Promoting Program results and achievements through closely cooperating with the local and international mass media with the support of the UNIFEM CIS office;
- Ensuring adherence of Knowledge Products and Services to UNIFEM corporate knowledge management policy under the guidance of UNIFEM CIS office;
- Coordinating and Supervising advocacy work of the program;
- Ensuring incorporation of gender aspects into all program activities, materials and publications;
- Organizing planned evaluations of the program in close collaboration with national and international partners;
- Ensuring timely development and submission of Individual Work Plans as well as Results and Competency Assessment (RCAs) of the NPM and the staff members
- Performing other duties as required;

Qualifications

Competencies	<p>(1) Professionalism: Expert knowledge of policy and development aspects of the Moldovan economy including knowledge of national finance and related issues; proven ability to produce reports and papers on policy and technical issues; excellent analytical skills; understanding of human rights and gender equality;</p> <p>(2) Teamwork: Good interpersonal skills; demonstrated ability to work in a multicultural, multiethnic environment and to maintain effective working relations.</p> <p>(3) Leadership: Proven managerial capacities and people management skills for both program staff and sub-contracted personnel; demonstrate flexibility in leadership; proven record of building and managing teams and creating an enabling environment; good judgment and decision-making skills to achieve stated goals.</p> <p>(4) Communication: Excellent drafting skills and ability to prepare concise substantive reports; proven ability to communicate complex concepts orally; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies.</p>
Education	Advanced University degree (Master's degree or equivalent) in economics; a first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
Work Experience	At least 4-5 years of progressively responsible professional experience in economic research and development policy issues; proven ability to analyze development in transition economies including drafting of related policy papers; experience in drafting policy papers; experience in complex programs will be an asset; experience in United Nations and other international organizations will be 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.