



## PROGRAMME ANALYST

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<b>Location:</b>	Chisinau, MOLDOVA
<b>Vacancy Type:</b>	External
<b>Application Deadline:</b>	10 March 2010
<b>Type of Contract:</b>	Service Contract, SC-B
<b>Languages Required:</b>	English, Russian, Romanian
<b>Starting Date:</b> (date when the selected candidate is expected to start)	1-April-2010
<b>Duration of Initial Contract:</b>	1 year
<b>Expected Duration of Assignment:</b>	1 year, renewable

### Background

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UNIFEM Sub-regional office for the Commonwealth of Independent States (CIS SRO) has been actively working in Moldova since early 2003 and extended continuous support through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality. In Fall 2009, UNIFEM has successfully mobilized additional financial support from Swedish International Development Cooperation Agency (Sida) to continue its efforts in the country on promoting gender equality and women's advancement with the focus on implementation of gender equality legislation, Convention on Elimination of All Forms of Discrimination (CEDAW) and other gender equality legislative and policy obligations of the state.

Through a participatory process, a programme on "Women's Economic Empowerment through increasing Employability in the Republic of Moldova" (WEE) was elaborated during September-December 2009 in close collaboration with the Ministry of Labour, Social Protection and Family (MLSPF) and the Ministry of Economy (MoE) of the Republic of Moldova with a subsequent submission of the program document to Sida for financial consideration. This programme aims to address the needs of the rural and sub-urban population, especially poor women in exercising their social and economic rights through increasing access to quality information and services in employment and social protection areas. This will be achieved through improving local services, building capacity of the relevant institutions as well as improving policy and legislation based on the gaps identified through their practical application on the ground. The program is designed to be fulfilled within four years within the Government priorities set for 2009-2013 as well as the Reforms launched by the State in the areas of labour market and social protection.

WEE programme implementation is based on three interrelated outcomes/levels of intervention: work at the policy, institutional and regional/local level. With the overall aim to ensure effective programme implementation, UNIFEM plans to hire a **Programme Analyst**, based in Chisinau, Moldova. Programme Analyst will bear full responsibility for providing adequate substantive support to overall implementation of the programme document at all levels in efficient and timely manner.

### Duties and Responsibilities

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Programme Analyst will work under the direct supervision and guidance of International Programme Manager and under supervision of the UNIFEM CIS Regional Programme Director (RPD) and in close consultation with the UNIFEM CIS Programme Specialists with the overall aim to support timely and synergetic implementation of the UNIFEM WEE programme in line with the programme document and as a contribution to the UNIFEM CIS Sub-regional Strategy 2008-2013 (SRS) that specify how the corporate UNIFEM Strategic Plan 2008-2013 (SP) will be implemented in the CIS sub-region.

More specifically, the Programme Analyst will perform the following tasks:

- Provide adequate and timely inputs for the WEE Programme effective implementation to ensure that progress is made in achieving its goals and objectives in line with programme document and UNIFEM values and mission, as well as UNDP/UNIFEM programme and operations guidelines. This covers substantive inputting into fundraising, communication and partnership-building, evaluation and knowledge management; and ensuring information flow and team-building across the diverse network of partners and stakeholders involved in the programme;
- Ensure proper and quality delivery of WEE programme services and products as stipulated in the programme document;
- Assist International Programme Manager in recruiting, monitoring and assessing implementation and quality of the technical assistance services retained to accompany the WEE programme within given area of responsibility and expertise;
- Lead the development of the quality of products and capacity development tools commissioned under the WEE Programme, with emphasis on ensuring evidence-based approaches (e.g. training materials, training workshops, tools, knowledge-sharing publications and outreach materials developed);
- Provide substantive inputs into development, finalization and implementation of annual workplans and budget forecasts to ensure timely and effective implementation within the given timeframe;
- Assist International Programme Manager in managing and overseeing programme budget on the related component in close collaboration with administrative and financial staff;
- Provide necessary assistance to International Programme Manager in developing donor outreach and fundraising plans to mobilize additional resources for the programme;
- Provide timely and adequate inputs for high-quality, results-oriented reporting on the programme, for internal and external audiences (e.g. UN, donors); Prepare monthly progress reports on the execution of planned activities for internal purposes;
- Adhere to established principles of effective information flow, communication and coordination and coherence with and between UNIFEM SRO, other UNIFEM projects and activities in the country, national programme partners, consultants;
- Provide necessary assistance and inputs into the process of programme monitoring and evaluation under guidance of the International Programme Manager;
- Develop and oversee wide strategic distribution of the programme's findings and knowledge-related publications, inclusive of select case studies, good practices and lessons learned; Document, and analyze lessons learned that might be useful for the UN system at large and UNIFEM in particular for global institutional learning;
- Ensure timely and proper documentation of the programme implementation, especially what relates to specific component in accordance with the UNIFEM Documenting Guide;
- Support substantively International Programme Manager in his/her work with key communications and media actors to promote the key programme messages;
- Ensure timely and proper inputs towards the implementation of programme annual communications and advocacy plans;
- Assist in strengthening and enhancing partnership/co-operation/consultation/coordination with, where appropriate, national and local state actors, national and international civil society actors, especially, women's organizations, bilaterals, UN, World Bank, donors, academia, private sector and private foundations for more effective and coordinated WEE programme implementation; especially within related component;
- Participate actively in the work of existing coordination mechanism to ensure coherence of the programme with other processes in the country including national development policy-making,

UN programming and coordination processes (UNDAF, UN Gender Theme Group, etc.), donors' council work, etc.;

- Contribute to ensuring effective partnership, networking and coordination between other ongoing UNIFEM programmes, projects and activities in the country for a more holistic and coherent approach to programme implementation;
- Perform other duties, as required.

## Competencies

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### Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standard;
- Promotes the vision, mission, and strategic goals of UNDP/UNIFEM;
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

### Functional Competencies

#### *Management*

- Proven ability to manage "smart" business solutions in challenging environments;
- Builds strong client relationships, focuses on impact and results for the client;
- Establishes and maintains relationships with a broad range of people to understand needs, gain support, and is proactive in developing solutions;
- Consistently approaches work with energy and a positive, constructive attitude;
- Monitors progress against milestones and deadlines;
- Demonstrates openness to change, flexibility, and ability to manage complexities;
- Ability to work under pressure and with multi-disciplinary and multicultural teams and possess excellent inter-personal skills;
- Demonstrates strong written and oral communication skills;
- Remains calm, in control, and good humored even under pressure;
- Proven networking, team-building, organizational and communication skills;
- Ability to establish priorities for self and others, and to work independently.

#### *Development and Operational Effectiveness*

- Proven ability to problem-solve and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Proven ability to develop detailed operational plans, budgets, and deliver on them for development results.

#### *Knowledge Management and Learning*

- Possesses in-depth knowledge of the issues of women's rights and gender equality;
- Knowledge and experience with programming, monitoring and evaluation;
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills;
- Seeks and applies knowledge, information, and best practices from within and outside of UNIFEM.

## Required Skills and Experience

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### Education:

- Advanced university degree in development related field.

### Experience:

- 5 to 8 years of project management experience, preferably for programming geared to support

women's empowerment and rights, with particular experience in complex and multi-component programmes in international organizations;

- Demonstrated knowledge of programming issues and in-depth expertise within the field of employment, social protection, local development and service provision;
- Proven record of good relationships and experience of collaborative activities with the national partners, at policy / decision-making, institutional and local levels;
- Experience writing project reports;
- Fundraising experience highly desirable.

**Language Requirements:**

- Fluency in written and spoken state Romanian, good working knowledge of English and Russian.

**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).

**Application Process**

Interested persons should submit their application letters and duly completed Personal History Form (P11) with the mark **“Programme Analyst (WEE Moldova)/UNIFEM Vacancy”** by 10 March 2010, 17:00 (Moldova time) to Natalia Galat, UNIFEM CIS at [natalia.galat@unifem.org](mailto:natalia.galat@unifem.org).

Only those short listed will be contacted.

Failure of candidates to submit a duly completed P11 form, as well as false representations on this form, shall constitute sufficient grounds for withdrawal of further consideration of the application. All information provided in the P11 form will be treated as strictly confidential.