



PROGRAMME ANALYST (Gender, Human Rights and Social Protection)

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

Background

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 joint programme with UNDP-Moldova has been elaborated: Integrated Local Development Programme (ILDP) for 2010-2012. The ILDP has been implemented by UNDP since 2006 with the aim to facilitate the process of decentralization in the country. UNIFEM will focus on mainstreaming gender equality and women's human rights into all program areas, including policy, regional and local development as a part of this joint effort.

Drawing upon Moldovan and global expertise in facilitating local self-governance and community-led development, UNDP and UNIFEM will jointly implement ILDP that provides knowledge-based policy advice at central and regional levels coupled with a scaled up community-level intervention that aims to integrate local authorities into regional and community level development processes. Not only will ILDP deepen engagement with current targeted communities and local authorities, ILDP will seek to lay a foundation for regional and community-led development in selected rayons and communities in target region/regions of Moldova.

At the central level and in targeted region and areas, UNDP and UNIFEM will help to strengthen legal and regulatory frameworks and to streamline local administrative procedures and systems. There will be a particular emphasis on a draft framework for the effective delegation of authority to LPAs, fiscal decentralization to deliver essential services, and promotion of a greater role for women in decision-making bodies. Secondly, UNDP and UNIFEM will build the capacities of targeted LPAs to plan, implement programmes and services and monitor their success, with greater citizen participation. Paired with this, programme will support greater community and civil society participation in the development and implementation of local development plans and regional strategies. UNDP and UNIFEM will work to develop the capacities of local NGOs to play more influential roles in local and regional development planning, programme implementation and monitoring.

Implementation of Gender Component of ILDP 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 with special emphasis on gender equality, human rights and social protection issues, to overall implementation of the programme document at all levels in efficient and timely manner.

Duties and Responsibilities

Programme Analyst will work under the direct supervision and guidance of International Programme Manager of Gender Component of ILDP and under overall 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 Gender Component of ILDP 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 in the area of gender, human rights, social protection for the Gender Component of ILDP 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 the Gender Component of ILDP 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 Gender Component of ILDP within given area of responsibility and expertise;
- Lead the development of the quality of products and capacity development tools commissioned under the Gender Component of ILDP, 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

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

Education:

- Advanced university degree in gender, human rights, social protection or development related field.

Experience:

- 5 to 8 years of substantive experience in gender, human rights, social protection, 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.

Language Requirements:

- Fluency in English, Romanian and Russian.

Application Process

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