



PROGRAMME ASSOCIATE

Location:	Chisinau, MOLDOVA
Vacancy Type:	External
Application Deadline:	December 24, 2010
Type of Contract:	Service Contract, SC-A
Languages Required:	English, Russian, Romanian
Starting Date: (date when the selected candidate is expected to start)	01 February 2011
Duration of Initial Contract:	1 year
Expected Duration of Assignment:	1 year

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.

UNDP and UNIFEM in partnership with the Government of Moldova (State Chancellery) with financial support from SIDA are implementing the Joint Integrated Local Development Programme (JILDLP). The JILDLP was designed to improve the policy framework, as well as to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making. It also helps in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and community efforts and participation.

Given the overall development context, related to the impact of the political and economic crisis, and considering the priorities of the Coalition for European Integration, new Government Programme, as well as the National Development Strategy, *Decentralization, Sustainable Local Development and Democratic Local Governance* represent key issues to be addressed in order to respond to existing country priorities and development challenges.

Key components of the programme:

Policy Advisory and Advocacy Component: Program will strengthen the capacity of the key ministries and partners (the Parliamentary Commission on Decentralization, State Chancellery, Ministry of Finance, Ministry of Labour, Social Protection and Family, Ministry for Construction and Regional Development among others) in elaborating policies, legislation & implementation mechanisms taking into account the principles of HRBA and gender equality dimensions to advance the administrative and fiscal decentralization reform that shall accelerate human rights and gender responsive development at the regional and local level. Broad participation and engagement will be the core for the design and implementation of the reform.

Local Self-Governance and Participation Component: The capacity of the rayons and municipalities to plan, budget, implement, monitor and evaluate local development as well as to manage efficiently service delivery in the targeted areas, ensuring good quality services to the vulnerable persons and groups, including persons with disabilities, women and children at risk, single-parent households, ethnic

and other minorities in particular Roma, persons living with HIV/AIDS, the elderly and others, as well as the capacity to provide services will be assessed and strengthened through applying HRBA and gender equality approach. Capacities of Associations of Local Authorities will be enhanced to advocate for better decentralization and local development policies.

Community Empowerment Component: The JILDLP will encourage and facilitate active participation of community members, especially members of identified vulnerable groups, as the primary recipients of all local development initiatives, in the local development processes and decision-making. The Joint Programme will support local communities to have better access to improved services.

Transnistria and Security zone Component: The JILDLP will be expanded to the Transnistria Region and will work more thoroughly in the security zone. It will cover all 5 rayons of the region and the areas from the security zone which are based on the left bank of Nistru River but are under Moldovan Government control. 20 communities from the Transnistria region will be supported and 9 from the security zone.

The Programme will be implemented and will advocate for using Human Rights Based Approach (HRBA) and Gender equality mainstreaming (GE) which calls for participation, accountability, transparency and non-discrimination.

Human Rights Based Approach & Gender Equality

In 2009 UNDP and Sida Head Quarters agreed to work together on implementing a rights-based approach in three pilot countries, Moldova being the first country. When defining HRBA in the Moldovan context focus will be on the core principles of: *Participation, Non-discrimination, Transparency and Accountability.*

International and European review bodies have regularly provided recommendations and guidance to the Government of Moldova on human rights and social inclusion matters of relevance to local authorities and local governance. A number of these recommendations remain to date unimplemented.

The JILDLP is designed to improve the policy framework, as well as to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making. It also helps in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and community efforts and participation, transparency, accountability and non-discrimination. Given the overall development context, related to the impact of the political and economic crisis, and considering the priorities of the European Integration spelled out in the, new Government's Programme, as well as in the National Development Strategy, Decentralization, Sustainable Local Development and Democratic Local Governance represent key issues to be addressed in order to respond to existing country priorities and development challenges.

A Human Rights Based Approach (HRBA) will be implemented throughout all levels and instances of the project, ensuring the four principles. Together with HRBA, Gender Equality will be mainstreamed throughout all program activities aiming at an equal participation of women and men in the decision-making process at all levels of Government and assuring equal and equitable benefits for both men and women. At the same time rights-based angle is equally essential in implementing all program initiatives. Decentralization reform being a core of the Governmental reform program of public administration is not automatically assuring benefits for wider layers of population and might actually lead to the deterioration of situation with human rights especially for vulnerable groups of population if not thoroughly taken into account their needs. That is why already at the initial stage of planning the reform it is essential to take in through considerations gender equality and human rights principles.

With the overall aim to ensure effective programme implementation, UNIFEM plans to hire a **Programme Associate**, based in Chisinau, Moldova to support the work of the UNIFEM/JILDLP International Gender Specialist (further as "Specialist") and Programme Analyst to ensure effective overall programme implementation.

Duties and Responsibilities

Programme Associate will work under the direct supervision and guidance of International Gender Specialist and Programme Analyst with the overall aim to support timely and synergetic implementation of

the UNIFEM JILDP 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 Associate will perform the following tasks:

Ensure effective support to the **programme implementation**, focusing on achievement of the following results, primarily in the areas of:

- Coordinate and track the progress on the project deliverables as stipulated by the programme logframe. Preparing and updating work plans and ensuring their timely execution;
- Ensure proper documentation of the process and products produced in the course of programme implementation in line with the programme objectives, packaging it as good practices for further advocacy and replication within and outside of the country;
- Prepare a comprehensive capacity development strategy both for national partners and internal programme team for enhancement of knowledge and skills on promoting HRBA and GE. Ensure proper tracking the progress and document changes in the capacities of programme partners;
- Assist in organising, co-ordinating, preparing, conducting and providing technical advice and inputs to the programme activities;
- Undertaking continuous monitoring of progress throughout the programme phases, drafting relevant reports and correspondence with the involved parties, and reporting to national and international counterparts;
- Organising and supporting technical assistance, monitoring and evaluation missions and subcontracted programme activities, including drafting ToRs for all programme subcontractors;
- Assist in tracking efficient management of the programme's financial resources in accordance with UNIFEM rules and procedures;
- Ensuring close cooperation between the programme and stakeholders involved and agencies working in the respective field covered by the programme;
- Any other assignment that may arise in the connection with fulfilment of the all above responsibilities.

Ensure facilitation of **knowledge building and sharing** focusing on the achievement of the following:

- Assisting in coordinating the exchange of information internally and between the programme partners;
- Ensuring maintenance of the programme filing system in hard and electronic formats and provision of inputs to UNIFEM CIS Intra and UNIFEM CIS and HQ web-sites;
- Ensuring a thorough documentation of all program practices (including written, audio, visual, graphical, etc.), analysis and dissemination of best practices and lessons learned to wider audience including government, local public authorities, donors' programs, civil society organizations, media, academic institutions, etc.
- Providing required substantive and administrative support in organizing / conducting variety of programme activities and events;
- Supporting other programme-related activities as required by programme management;
- Providing other support as required by the programme management.

Competencies

Corporate Competencies

- Demonstrates integrity by modeling 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

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;

- Remains calm, in control and good humoured even under pressure;
- Demonstrates openness to change and ability to manage complexities.

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

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Required Skills and Experience

Education:

- University degree in development field, such as social, legal, political sciences, gender and development, human rights

Experience:

- Minimum 3 years of progressively responsible programme experience is required at the national or international level;
- Working experience in either human rights, gender equality or public administration;
- Thorough understanding of Moldovan local public administration context;
- Proven record of good relationships and experience of collaborative activities with the national partners, stakeholders' networks.

Language Requirements:

- Fluency in written and spoken Romanian and English. Good working knowledge of Russian.

Other skills

- Knowledge and skills of relevant computer applications of MS Office applications (Word, Excel, and 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 Associate (JILDP Moldova)/UNIFEM Vacancy**" **by 24 December 2010, 17:00 (Moldova time)** to the following address: UNDP Office, 131, 31 August 1989 Street, MD-2012, Chisinau, Moldova, alternatively by email to vacancies-moldova@undp.org

UNIFEM encourages men and women, representatives of minorities and persons from disadvantaged groups to apply.

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.