

UN Women: Programme Associate (Women's Economic Empowerment)

Location:	Chisinau, MOLDOVA
Application Deadline:	7 July 2017
Type of Contract:	Service Contract
Post Level:	Service Band 3, Quartile 2 (SB-3.2)
Languages Required:	English, Romanian
Duration of Initial Contract:	1 August 2017 – 31 July 2018
Expected Duration of Assignment:	One year renewable

Background

Grounded in the vision of equality enshrined in the UN Charter, UN Women, among other issues, works for the elimination of discrimination against women and girls, empowerment of women and achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the heart of all efforts, UN Women leads and coordinates the United Nations system to ensure that gender equality and gender mainstreaming commitments are turned to action everywhere.

UN Women is operational in Moldova since 2010. Currently, it is implementing its Strategic Note for 2014-2017. UN Women closely cooperates with the government, civil society, and private sector to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized groups. These include, but not limited to rural women, Romani women, women with disabilities, young women, women living with or affected by HIV, women survivors of violence and trafficking, women migrants, elderly women and women in Transnistria and Gagauzia. We work with them to challenge the stereotypical image of women. We apply new tools to ensure women's proactive engagement in designing, prototyping and implementing the state policies and plans. UN Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society as a whole through the following three key areas: advancing women's participation and leadership, combating violence against women and enhancing women's economic empowerment.

Currently, the Moldova Country Office is in its final stage of implementation of its strategic plan covering the period 2014-2017. This entails number of key momentums, including the completion of current and starting of new programs, raising funds for the new areas of engagement and focus, and implementing new initiatives, including those in the area of increasing women's economic empowerment and leadership as well as gender mainstreaming into the security sector and in negotiation and peace-building processes. UN-Women's next Strategic Note for 2018-2022 in Moldova will build on the activities implemented, results achieved and lessons learnt in this and all of its areas of work.

UN Women is therefore looking for a Program Associate, who will be responsible to assist in the implementation of activities and achievement of planned results under the UN Women portfolio on women's economic empowerment (WEE).

Duties and Responsibilities

Reporting to National Programme Officer, the Programme Associate works with and provides support to the members of the Programme Team in the development and implementation of effective programmes consistent with UN Women rules and regulations. S/he works in close collaboration with the operations, programme and projects' staff in the UN Women Moldova CO and provides programme, administrative, and logistical assistance to the team for the smooth programme implementation.

FUNCTIONS:

- 1. Provide administrative and logistical support to the formulation and management of WEE portfolio**
 - Provide administrative support in the preparation of work plans, budgets, and proposals on implementation arrangements, including tracking the delivery of funds;

- Provide administrative support to the executing agencies / responsible parties on routine delivery and reporting of UN Women supported activities and finances;
 - Provide administrative support for the audit of programmes/ projects and support implementation of audit recommendations;
 - Identify sources, and gather and compile data and information for the preparation of documents, guidelines, speeches and position papers, in collaboration with the Programme and Operations teams.
2. **Provide administrative support to the financial management of the WEE portfolio**
 - Create projects in Atlas, prepare budget revisions, revise project awards and status; and determine unutilized funds and the operational and financial close of a project;
 - Provide administrative support in monitoring and preparation of budget and the finances of programmes/projects, and in the preparation of FACE forms;
 - Prepare non-PO vouchers for development projects;
 - Process payment for consultants, as delegated;
 - Create requisitions in Atlas for development projects; register good receipts in Atlas.
 3. **Provide administrative support to the WEE portfolio**
 - Undertake all logistical, administrative and financial arrangements for organization for meetings, workshops, events, and missions;
 - Make travel arrangements for the Programme Team, including travel requisitions and claims;
 - Draft minutes in meetings, as delegated;
 - Assemble briefing materials and prepare power-point and other presentations, in collaboration with the Programme team;
 - Organize and coordinate filing of documents; maintain mailing lists.
 4. **Provide administrative support to resource mobilization**
 - Organize, compile, and process documentation and information from donors, and programme team as inputs to various databases and documents.
 5. **Facilitation of knowledge building and knowledge sharing**
 - Provide administrative support to the organization of training for the office staff and partners on programme and operations related issues.

IMPACT OF RESULTS:

The key results have an impact on the overall UN Women CO efficiency in programme and success in implementation of Strategic Note. Accurate analysis and presentation of information enhances UN Women position as a strong development partner. The information provided facilitates decision making of the management.

Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

Functional Competencies

- Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of the Programme unit including logistical support;
- Ability to provide input to business process re-engineering, elaboration and implementation of new data management systems;
- Creates, edits and presents information in clear and presentable formats, using appropriate IT functionality;
- Ability to organize and complete multiple tasks by establishing priorities;
- Ability to handle a large volume of work possibly under time constraints;
- Ability to establish, build and sustain effective relationships with clients, demonstrating understanding of client's perspective; anticipates client needs and addresses them promptly;
- Ability to administer and execute financial processes and transactions;
- Ability to manage data, documents, correspondence and reports information and workflow;
- Strong IT skills.

Required Skills and Experience

Education:

- University degree in Business, Public Administration, Programme/Project Management, International Development, Human Rights or in the field of social sciences or other relevant field.

Experience:

- Minimum of 5 years of experience with administrative and financial work, project management support or related experience in development field;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
- Substantive knowledge of and experience on gender equality and women's empowerment will be considered an advantage;
- Knowledge in the concept and application of Results-Based Management (RBM) to programme/project cycle will represent an asset;
- Experience in the UN system and agencies, international and development assistance organizations is an asset.

Language Requirements:

- Fluency in both oral and written English and Romanian is required, as well as working knowledge of Russian.
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply

Application Process

This is a local position, therefore only citizens of the Republic of Moldova are eligible to apply. Applications should be submitted on line and include fully completed [UN Women Personal History Form](#) as attachment instead of CV/resume, with the mark "Programme Associate (WEE) /UN Women Vacancy" by 10 July 2017, COB.

Failure to disclose prior employment or making false representations on this form will be grounds for withdrawal of further consideration of his/her application or termination, where the appointment or contract has been issued.

Note:

The system will only allow one attachment, hence all supporting document e.g. P11, CV and Cover letter must be scanned as one attachment. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment. Only qualified, shortlisted candidates will be contacted for test and interview.

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.