

UN Women: Programme Coordinator on Women's Economic Empowerment (WEE Programme Coordinator)

Location:	Chisinau, MOLDOVA
Application Deadline:	18 August 2017
Type of Contract:	Service Contract
Post Level:	Service Band 4, Quartile 2 (SB-4.2)
Languages Required:	English, Romanian, Russian
Duration of Initial Contract:	One year
Expected Duration of Assignment:	one year renewable

Background

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. Thus, 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.

Eliminating Violence Against Women. UN-Women employs adaptive solutions by empowering survivors of violence from various backgrounds to speak up and advocate for concrete actions with their peers as well as with authorities and the media. This approach so far has led to changing perceptions of survivors by the authorities, media and other women, so they are acknowledged and involved as the key experts in eliminating VAW in legislative, policy, institutional and community level initiatives. Lately, UN-Women has started to mobilize other actors of society including youth, religious leaders, former perpetrators, judicial staff, police, members of the artistic community, so that under the leadership of the survivors of violence, the 'whole of society' can produce long-overdue results for women. Apart from these, UN-Women has continued the conventional technical interventions/solutions, such as support to government authorities and civil society partners to implement provisions of the Domestic Violence Law (2008) and strengthening the legislative framework by further aligning it to international norms and standards. UN-Women's next Strategic Note for 2018-2022 in Moldova will build on these results and further inform support to the country in this area of work at all levels.

Women in Politics and Leadership. Women's opportunities to hold elected office in Moldova are still low, with women from marginalized groups virtually absent from decision-making positions. In response to these challenges, UN-Women is leading a comprehensive UN joint programme on promoting women in politics, implemented together with UNDP and two civil society organizations. Partnerships are forged with legislators, institutions and community leaders to empower them to increasingly work with women, especially those who are marginalized from the decision-making, thus enabling the women to lead the required changes. This is being done through community level mentoring and role modeling, exchange of good practices and establishment of self-support networks, especially among women elected for the first time in Parliament and local councils or appointed as mayors. UN-Women will work further to strengthen the networks between women from all levels and continue legislative and policy work in order to ensure women's fair access to politics and real influence in a sustainable manner.

Women's Economic Empowerment. UN-Women has initiated a number of strategic actions in this area. The first state strategy for women's entrepreneurship was jointly created with women in business and currently being considered by the Government. Additionally, the government launched a process of re-engineering public services (as part of the Public Services Modernization Reform agenda) by taking over a successful public services provision model through one-stop shop piloted by UN-Women. For over two years, more than 100 girls, including Romani girls, girls with disabilities, girls who experienced violence and girls who are left behind by their migrant parents, benefited from an initiative on information and communication technologies (ICTs) as one of the promising employment and self-employment opportunities. UN Women also works closely with policy makers to adopt state programmes that empower women in technology and entrepreneurship.

Since 2010, UN Women has been implementing the regional project "Promoting Gender Responsive Polices in South-East Europe and the Republic of Moldova" covering Albania, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia (FYR Macedonia) and the Republic of Moldova. The project is financially

supported by the Austrian Development Agency and the Swiss Agency for Cooperation and Development. Its overall goal is to support the advancement of implementation of national and international commitments to gender equality and women's empowerment in line with national Sustainable Development Goals priority targets.

The project is structured around two outcomes:

- Governments in targeted countries promote gender responsive fiscal laws, policies and national action plans to enable specific budgetary allocations for gender equality;
- Gender advocates and MPs demand accountability from national and local governments on policies and budgetary allocations for GEWE.

The programme's country component implemented in the Moldova includes activities focused on enhancing the institutionalization of GRB at central and local level and an extensive component for introducing gender responsive budgeting in academia.

Together with Government and national counterparts, the organization has fully embraced the call for exploring innovative ideas to find sustainable and transformative solutions as envisaged by Agenda 2030. The operational support is designed in a way that it allows to proactively embark on new opportunities and assist our partners to deal with the emerging challenges within the scope of the set priorities in an innovative manner.

UN-Women's presence has evolved from being a project-based office in 2010 to a Country Office with full delegated authority as of 2015. During these years, UN-Women's role has also evolved gradually, both from the technical and strategic standpoints. At the start, our mind was set around 'working for women', which later evolved into 'working with women'. In the immediate future, we are seeing our path towards increasingly acting as a 'facilitator' for the creation of an environment, whereby 'women-to-women' serve as a vehicle for sustainable change towards greater equality in partnership with men and boys. UN-Women's successful engagement in Moldova today is owed in large part to the openness and cooperation of the Parliament, government and judicial authorities, as well as to the civil society organizations at the grassroots as well as central level. The proactive support and partnership of the Swedish Government enables UN-Women in Moldova to operate with confidence and to experiment and share 'what works' in challenging development areas. The cooperation of other development partners has helped to open new avenues of collaboration for greater equality in the country. UN-Women as part of the 12 resident agencies in Moldova is actively promoting the Delivering as One modality.

Currently, 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 programs, including innovative programs on eliminating violence against women and girls and engaging men and boys for this purpose.

UN Women is therefore looking for a Programme Coordinator on Women's Economic Empowerment who will also be responsible for timely and synergetic implementation of the project "Promoting Gender Responsive Policies in East Europe Region" in Moldova.

Duties and Responsibilities

Under the overall guidance and direct supervision of the Programme Specialist (and Regional Project Manager on Promoting Gender Responsive Budgeting in Eastern Europe for the implementation of the regional project in Moldova) and in close collaboration with UN Women Moldova programme and operations staff, WEE Programme Coordinator will be responsible to support timely and synergetic implementation of the UN Women Strategic Note and its action plans in line with the corporate guidelines, rules and regulations.

SUMMARY OF KEY FUNCTIONS:

- o Provision of top quality advisory and programme development services in the WEE area;
- o Management of the WEE portfolio and supervision of the program initiatives;
- o Coordination Support and Strategic partnerships building;
- o Advocacy support and Knowledge building and management;
- o Implementation of the regional project "Promoting Gender Responsive Budgeting in Easter Europe Region" in Moldova.

Provision of top quality advisory and programme development services:

- o Develop concept notes, prepare project documents and reports upon the request of the Program Specialist;
- o Under the guidance and oversight of the Programme Specialist, oversees the implementation of the country Strategic Note in the area of Women's Economic Empowerment, including:

- Women's Entrepreneurship;
- Women and Girls in ICT;
- Gender Statistics;
- Public Services reengineering.
- o Advancing Women's Human Rights in and through the private sector;
- o Ensure achievement of results as per plan and in accordance with UN Women Strategic Note Goals and Objectives and accountability framework, including effective application of RBM tools;
- o Work closely with the National Program Office/Programme Specialist and other UN Women team members at the country level to provide program support to develop innovative concepts/programmes and implement initiatives to economically empower women;
- o Develop, manage and oversee programme budgets, as needed, in consultation with UN Women Country Office team, and in close collaboration with administrative and financial staff;
- o Provide tangible inputs to the preparation of donor proposals and reports to ensure quality, compliance with requirements as per established rules, regulations, including the commitments under relevant UNDAFs and the UN Women Strategic Plans in WEE related areas.

Management of the WEE portfolio and supervision of the program initiatives:

- o Provide support to the elaboration of the Strategic Note for 2018-2022, including through undertaken thematic reviews and consultations with the partners at various levels;
- o Undertake research and desk reviews on WEE related areas, including on GRB, Women in ICT, gender and statistics, etc.;
- o Undertake analysis and research of information on donors, prepare briefs on possible areas of cooperation, follow up on resource mobilization activities for fund raising for new projects in coordination with the Program Specialist;
- o Gather information and assist in preparing reports on progress of programme implementation, assessing results and identifying risks and possible mitigation measures;
- o Regular monitoring and analysis of the programme environment for timely readjustment of programme interventions in the country;
- o Prepare analysis, recommendations, background documents, briefing notes, public presentations and talking points;
- o Assist the Country Office identify promising practice, technical expertise and strategic opportunities for addressing WEE interventions, by applying innovation tools such as positive deviance, co-creation, design thinking and other techniques.

Coordination Support and Strategic partnerships building:

- o Follow-up on counterpart relationships and assist the supervisor to create and coordinate partnerships with the relevant UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the WEE area;
- o Develop and maintain direct cooperation with the national and multinational companies and private sector players for the advancement of WHR and GE;
- o Coordinate and provide quality and timely inputs to the work of UN Gender Theme Group, UN Women Civil Society Advisory Group, Donors Group on Gender focusing on WEE;
- o Follow the corporate as well as locally adopted guidelines and rules of cooperation and coordination with the above mentioned platforms.

Advocacy support and Knowledge building and management:

- o Collect information on WEE related matters and collate into quarterly and yearly updates for CO;
- o Manage the knowledge, including on innovative approaches to WEE;
- o Ensure appropriate internal and external dissemination of knowledge products including at conference and expert meetings;
- o Support and implement relevant, high-impact advocacy activities and campaigns with key partners, including Women's Empowerment Principles (WEP) campaign.

Also, under the supervision of the Regional Program Manager on **Promoting Gender Responsive Budgeting in Eastern Europe**, and the National Programme Officer/Programme Specialist, WEE Programme Coordinator will be responsible for **timely and synergetic implementation of the above mentioned regional project in Moldova**, responsible for:

- o Coordinate and ensure the timely and efficient delivery of Programme outputs and products leading to the achievement of expected results;

- Be responsible for the coordination of the overall Programme work plans according to indicators for achieving planned results, as well as for the overall management of the Programme in accordance to prevailing UN Women rules, regulations and procedures;
- Coordinate the efficient use of financial resources of the Programme, including budgeting and budget revisions, as well as expenditure tracking and reporting;
- 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;
- Organizing technical support/assistance, monitoring and evaluation of subcontracted work, including drafting ToRs;
- Be responsible for the timely collection of all baselines and setting the targets;
- Prepare UN Women project quarterly and donor annual and final reports.

Also, the WEE Programme Coordinator is responsible for creating a synergy between the Promoting Gender Responsive Budgeting Project and the rest of the WEE areas, as well as the entire UN Women Country Office program portfolio and perform any other duties as may be assigned by the management of the Country Office.

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 / GUIDING PRINCIPLES:

Integrity: Demonstrating consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.

Professionalism: Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Cultural Sensitivity/Valuing Diversity: Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity.

CORE COMPETENCIES:

Ethics and Values: Promoting Ethics and Integrity / Creating Organizational Precedents.

Organizational Awareness: Building support and political acumen.

Development and Innovation: Take charge of self-development and take initiative

Working in Teams: Building and promoting effective teams. Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

Communicating Information and Ideas: Creating and promoting an enabling environment for open communication.

Self-management and Emotional intelligence: Creating an emotionally intelligent organization.

Conflict Management /Negotiating and Resolving Disagreements: Leveraging conflict in the interest of the organization and setting standards.

Knowledge Sharing / Continuous Learning: Sharing knowledge across the organization and building a culture of knowledge sharing and learning.

Appropriate and Transparent Decision Making: Demonstrate informed and transparent decision making

FUNCTIONAL COMPETENCIES

- Ability to advocate and provide policy advice;
- Focuses on impact and result for the partners and responds positively to feedback;
- 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;
- Demonstrates good oral and written communication skills;
- 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 manage data, documents, correspondence and reports information and workflow;

Required Skills and Experience

Education:

- Master degree in economics, finance, public administration, human rights, gender equality, management or other related areas;

Experience:

- Minimum of 5 years of relevant experience in managing programmes and projects, preferably related to women's economic empowerment, gender equality or women's human rights;
- Strong analytical and writing skills and experience;
- At least 3 years of collaborative work experience with national partners at policy/decision making and/or institutional and local level, including government and civil society organizations;
- Experience in gender mainstreaming in planning/programming is an asset;
- Experience in data analysis is a strong asset;
- Strong concept development, presentation and reporting skills;
- Experience in the UN system, agencies and international organizations is an asset;
- 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.

Language Requirements:

- Fluency in Romanian, Russian and English (written and spoken) is required;

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 "WEE programme coordinator/UN Women Vacancy" by 16 August 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.