

I. Position Information

Job Title: Programme Associate, EVAW Area

Current Grade: Service Band 3, quartile 2 (SB-3.2)

Department: UN Women Moldova Country Office

Reports to (Title/Level): Programme Coordinator, EVAW Area

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with full delegated authority as of 2015. Currently, UN Women Moldova Country Office is in its final stage of implementing its Strategic Note (SN) for 2014-2017 and a new Strategic Note has been developed and approved for the upcoming five-years period 2018-2022, which is aligned with the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022 and the Global Strategic Plan of UN Women. Under its current and upcoming SN, UN Women cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, elderly women and others. UN Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN2018-2022 will advance progress under the following three Impact Areas (IA): *IA1: More women from diverse groups fully participate and lead in governance processes and institutions, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services.* Towards these Impact Areas, UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

Under the impact on preventing violence against women and girls and delivery of quality essential services, UN Women will contribute to the realization of the Impact Area 3 with related Outcome 3.1: Parliament and Government adopt and implement laws, policies and strategies to prevent violence against women and girls and deliver quality essential services. This outcome shall be further implemented via three inter-connected outputs: Output 1: Public institutions have capacities to apply international norms and standards in developing and implementing laws, policies and services towards eliminating VAW, Output 2: Target communities and institutions, including in the field of education, have knowledge and tools to combat stereotypes and gender discrimination and advance favorable social norms that prevent VAW and Output 3: Women and girls, especially from excluded groups, have knowledge and skills to exercise their rights to essential services.

Contributing to the realization of this Impact Area 3, UN Women will continue supporting the implementation and further alignment of the legislative and policy framework on preventing and combating violence against women, in line with the national commitments and international norms and standards, including the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Council of Europe Convention on preventing and combating violence against women and domestic violence (CAHVIO). UN Women will build and expand on its experience employing 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.

UN Women is therefore looking for a Programme Associate on Ending Violence Against Women (EVAW Programme Associate), who will assist in effective and efficient implementation of programme activities through a range of actions contributing for the implementation of Impact Area 3 related components. The Programme

Associate reports to Programme Coordinator on EVAW Area and works in close collaboration with all members of the UN Women Programme, Operations and Communications teams for effective achievement of results, anticipating and contributing to resolving complex programme issues and information delivery. The incumbent is expected to exercise full compliance with UN Women programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

III. Functions

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

Perform any other duties as may be assigned by the management of the CO.

IV. Key Performance Indicators

- Timely and accurate support to events, workshops, and missions;
- Full compliance of administrative activities with UN Women rules, regulations, policies and procedures;
- Timely recording of overall programme unit finances;
- Timely and accurate tracking of data for CO management and donor purposes;
- Quality maintenance of internal systems.

V. 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.

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.

VI. Recruitment Qualifications

Education and certification:

- 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 4 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 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 a fully completed [UN Women Personal History Form \(P11\)](#) as attachment instead of CV/resume, **with the mark “EVAW Programme Associate/UN Women” by 30 April 2018, 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.