

	<b>JOB DESCRIPTION</b>
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I. Position Information	
<b>Job Title:</b> Programme Specialist  <b>Department:</b> UN Women Moldova Country Office  <b>Reports to (Title/Level):</b> Country Representative	<b>Current Grade:</b> P3/ NOC

II. Organizational Context
<p>UN Women in the Republic of Moldova is the Country Office with full delegated authority as of 2015. Currently, UN Women Moldova Country Office is implementing the Strategic Note, 2018-2022, under the three Impact Areas: 1. Women lead, participate in and benefit equally from governance systems, including in the security sector; 2. Women have income security, decent work and economic autonomy; and 3. All women and girls live a life free from all forms of violence.</p> <p>UN Women is working on advancing women's leadership and participation in decision making in public and private sectors; on gender mainstreaming of the security sector; supporting women's access to productive resources and services; working on enhancing social protection to the most excluded groups of women such as Roma and disabled; and leading UN agencies efforts for ending violence against women and girls. Furthermore, UN Women Moldova continues coordinating the UN work on gender equality and women's human rights.</p> <p>UN Women's Strategic Note is fully aligned with the Republic of Moldova United Nations Partnership Framework for Sustainable Development 2018-2022, UNDAF and the Global Strategic Plan of UN Women. UN Women is part of three UNDAF areas and is leading the Result Group on Governance, Human Rights and Gender Equality. UN Women leads the UN Gender Thematic Group and participate in the UN Youth group, UN Operations Management Team, UN Communication Group, UN Monitoring and Evaluation Group, as well as acts as board members of the joint programmes and initiatives. UN Women is also actively engaging CSOs through various platforms, including through their engagement in Civil Society Advisory Group.</p> <p>In the next period, UN Women plans to increase its normative and coordination support to Belarus through close cooperation with the UN Country Team, as well as by partnering with the national authorities and civil society organizations. Government of Belarus expressed its commitment to implementing the Agenda for Sustainable Development and achieving the SDGs. UN Women aims to further support the country's commitment to fulfilling its international obligations on gender equality and women's empowerment.</p> <p>Under the supervision of the Country Representative, the Programme Specialist is responsible for providing technical policy and programme support on country programme planning, overseeing the management, implementation and monitoring of programmes, represent the organization as needed.</p>

III. Functions
<p><b>1. Provide technical support and guidance to country programme planning</b></p> <ul style="list-style-type: none"> <li>- Provide policy and programme strategic support to the Country Representative on the development of systems, processes and mechanisms to support effective programme planning, implementation, monitoring and reporting;</li> <li>- Ensure that the country programme planning respond to the national priorities of the country and the recommendations of the international treaty bodies, such as CEDAW, Istanbul Convention, Beijing Platform for Development, Sendai Framework, etc.</li> <li>- Prepare substantive inputs to the UN Women CO programme planning, including technical guidance in developing the CO Strategic Note and design and formulation of programmes;</li> </ul>

- Analyze and research the political, social and economic situation in Moldova related to the thematic and sectorial areas and draft policy documents, briefs and other strategic papers and materials.
- 2. Oversee UN Women Moldova portfolio of Programmes, including management, implementation, budget and monitoring**
- Manage the portfolio of on-going programmes and projects
  - Ensure technical oversight and administrative and financial supervision to track progress on programme results and indicators;
  - Monitor programme budgets to ensure adherence to delivery rates and utilization of resources and to ensure alignment of budgets with logical framework matrices and work plans;
  - Ensure the efficient and effective use of resources in compliance with UN Women financial rules, regulations, and procedures;
  - Guide programme team in preparation for audits and monitor implementation of audit recommendations;
  - Manage programme quality control and identification of potential challenges;
  - Ensure effective application of Results Based Management (RBM) tools and monitoring achievement of results;
  - Prepare reports for HQ on progress of programme implementation, assessing results and identifying areas for Country Representative action and/or decision to ensure achievement of results as planned and in accordance with UN Women goals and objectives and accountability framework;
- 3. Provide technical and coordination support to UN inter-agency coordination for Moldova and Belarus**
- Provide technical and coordination support to UNCT programming and advocacy to ensure gender equality and women's empowerment are fully integrated into UN programming processes, including the Comprehensive Country Assessment (CCA) and UNDAF in Moldova and Belarus;
  - Provide technical guidance to the UNCT Moldova and Belarus in supporting enhanced response to national partners in advancing gender equality and women's empowerment and UN reform;
  - Prepare analytical and regular progress reports on UN Women's programme experiences in support of UN Women inter-agency coordination role;
  - Advise the UNCT on the implementation of the key policy commitments on gender and women's rights as needed;
  - Lead joint programming and promote UN competencies to advance gender equality and women's human rights.
- 4. Provide Resource mobilization, partnership and advocacy support for Moldova and Belarus,**
- Conceptualize, design and support development of the country resource mobilization strategies, including for Belarus;
  - Follow up on resource on mobilization activities for fundraising for new projects as requested;
  - Identify areas for two-country programming and liaison with donors to ensure resource mobilization for Moldova and Belarus;
  - Conduct donor mapping and determine programmatic areas of cooperation, based on strategic goals of UN Women, country needs and donors' priorities;
  - Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for cost-sharing;
  - Support negotiation with donors on cost-sharing agreements.
  - Represent UN Women on work related donor coordination on gender equality matters, including collaboration as needed.
- 5. Strategic partnerships and high-level engagement with the Government, Civil Society Advisory Committee (CSAG) and International Financial Institutions (IFI)**
- Strengthen strategic partnerships with government institutions, national stakeholders and global partners/civil society/allies/donors, international institutions to advocate UN Women goals on gender equality and women's rights to enhance collaboration, resource mobilization and influence agenda and priority setting;

- Identify strategic alliances in the private sector to influence policy development to facilitate achievement of goals and objectives related to gender;
- Facilitate the work of CSAG and ensure their input and the recommendations are reflected in the UN Women plans, normative and advocacy work; Develop the capacities of CASG members and ensure support to CSAG and women's organization joint advocacy actions;
- Represent UN Women in high level engagement in intergovernmental forums, public information/relations events and key meetings as necessary; participate in policy dialogue; discuss policy initiatives, report on progress achieved and/or present policy papers/ideas.

#### **6. Provide knowledge management support**

- Manage the process of identifying and synthesizing the best practices and lessons learned that are directly linked to the implementation of the programmes and contribute to their global dissemination.

### **IV. Key Performance Indicators**

- Timely and quality programme design
- Timely and quality of programme delivery in line with budget and workplans
- Quality and timeliness of implementation of activities in Belarus
- Strong relations with partners and stakeholders
- Timely and quality of reports
- Quality monitoring and reporting

### **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

Please visit this link for more information on UN Women's Core Values and Competencies -

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

#### **Functional Competencies**

- Strong programme formulation, implementation, monitoring and evaluation skills
- Strong budget and finance skills
- Strong knowledge of gender equality and women's empowerment
- Ability to identify and analyze trends, opportunities and threats to fundraising and develop strategies
- Strong liaison and coordinating skills
- Strong negotiation and diplomatic skills
- Knowledge of the gender context in Belarus
- Strong knowledge of Results Based Management
- Good knowledge of UN programme management systems

VI. Recruitment Qualifications	
<b>Education and certification:</b>	<ul style="list-style-type: none"> <li>• Master's degree or equivalent in Social Sciences, Political Science, Development, Public Administration, Gender or related field is required.</li> <li>• A first-level university degree in combination with two additional years of qualifying experience <b><u>may be accepted</u></b> in lieu of the advanced university degree.</li> <li>• A project/programme management certification would be an asset.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 5 years of progressively responsible experience in programme management, including programme design, programme coordination, monitoring and evaluation, donor reporting and capacity building;</li> <li>• Experience in working in a gender related area;</li> <li>• Experience in establishing inter-relationships among international organizations and national governments;</li> <li>• Experience in leading teams effectively;</li> <li>• Experience in working independently with minimal supervision.</li> <li>• Prior experience in the UN System is an asset.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluency in English, Romanian and Russian is required</li> <li>• Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.</li> </ul>

**Submission Instructions:**

All applications must include (as an attachment) the completed UN Women Personal History form (P-11) which can be downloaded from the link below:

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>.

Kindly note that the system will only allow one attachment. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment.