



JOB DESCRIPTION



This project is funded
by the European Union

I. Position Information	
Job Title:	Local Coordinator in Cahul
Position Level:	Service Band 3, quartile 3 (SB3.3)
Programme Title:	Strengthened Gender Action in Cahul and Ungheni districts
Reports to:	Programme Manager

II. Background
<p>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.</p> <p>The work of UN Women in Moldova is guided by its new Country Strategic Note for 2018-2022, aligned with the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022, the Global Strategic Plan of UN Women for 2018-2021, the National Strategy on Gender Equality for 2017-2021 (NSGE), the National Strategy for Preventing and Combating Violence against Women and Domestic Violence for the Period 2018-2023, and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on three main areas: 1/strengthening women’s participation in politics and decision making, 2/economic empowerment of women and 3/ending violence against women and girls. To achieve progress under these areas, UN Women works with a variety of national and international partners and as part of different national and regional initiatives.</p> <p>Starting in January 2020 UN Women will implement in Moldova a EU-funded Programme <i>Strengthened Gender Action in Cahul and Ungheni districts in Moldova</i> with the short title: “EVA”.</p> <p>The programme will contribute to the consolidation and fortification of gender mainstreaming at the local level, in line with the provisions of the National Strategy to Ensure Equality between women and men in the Republic of Moldova for the years 2017-2021 and the European Charter for Equality of Women and Men role in Local Life . The proposed intervention will contribute to capacity development and to gender mainstream policies, programmes and institutional structures at local level, in order to redress existing inequalities and to preserve equality between women and men as well as to ensure that the specific needs and priorities of women and men, either separately or together, are adopted in local decision-making. The Programme will tackle domestic violence against women and children, particularly on improving the capacity and assessment tools of multi-disciplinary specialist response and services, including sexual forms of violence in domestic violence.</p> <p>The programme is aimed at achieving the following results: <i>Gender equality is promoted and mainstreamed in local policymaking and decision taking and Victims of domestic, including sexual, violence have greater access to effective survivor-focused multi-disciplinary services and violence prevention is piloted in local schools and communities.</i></p>

III. Organizational Context
<p>Under the guidance and direct supervision of the Programme Manager, the incumbent provides effective and efficient management of activities done at the local level, and acts as liaison between local NGOs, LPAs, Programme team and UN Women and UNICEF Country Offices</p> <p>The Local Coordinator will be contributing to the design, planning, management, and monitoring of activities, applying and promoting the principles of results-based management (RBM), as well as a client-oriented approach consistent with UN Women rules and regulations.</p>

The Local Coordinator works under supervision of the Programme Manager for effective achievement of results, anticipating and contributing to resolving Programme's related 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.

IV. Functions / Key Results Expected

The Local Coordinator in Cahul, under the direct supervision of the Programme Manager and in close cooperation with the project team, will ensure the provision of development services and products (commensurate with the objectives of the Programme) of the highest quality and standards to national counterparts and clients, applying HRBA and GE approaches. He/she will ensure efficient and effective overall management of the local activities and allocated resources.

More specifically, he/she will be responsible for the following:

- Strictly adhere and implement all the provisions of the SOP on internal methodological transfer and of the Self-Employment Programme;
- Prepare weekly, monthly and annual work-plans reflecting the scope of activities (recruitment of direct beneficiaries, teaching and coaching, visibility, etc.), timing, sequencing, cost and other inputs for the implementation of the local activities;
- Ensure timely and efficient delivery of outputs and products leading to the achievement of expected results; be responsible for the implementation of the Programme's work plan according to indicators for achieving planned results, in line with UN Women rules, regulations and procedures;
- Revise work-plans, develop periodic narrative progress reports to Programme Management;
- Liaise with the national counterparts, donors, private sector, and the Programme to ensure that Programme results are achieved and Programme resources are managed efficiently and effectively;
- Enable strategic partnerships with the private sector and academia; suggest and draft provisions of future collaboration agreements with such strategic partners at district level;
- Provide inputs for the development of terms of reference for international and national consultants;
- Ensure high quality information and visibility of the Programmes activities to the local media and stakeholders; plan and organize various visibility events on a regular basis engaging relevant counterparts;
- Lead and coordinate the organization of meetings, workshops, conferences, trainings and related activities;
- Ensure the effective management of human resources including staff, consultants and short-term experts; conduct periodic performance appraisals; build, lead and motivate a solid team of professionals;
- Perform any other duties connected directly with the activities and resources management as required;
- Liaise and facilitate the communication and cooperation among local implementing teams, local partners, local authorities' and stakeholders for efficient implementation of the programme;
- Ensure the proper coordination of all activities which will be organized within the programme;
- Supervise the implementation of local actions in close cooperation with programme team.

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
- Ability to develop detailed operational plans, budgets, and deliver on them
- Ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making
- Strong analytical skills
- Strong knowledge of Results Based Management

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • University Degree in public administration, economics, social sciences law or related areas. Master's degree would be an advantage. Additional training and certification in Programme management would be an asset.
Experience:	<ul style="list-style-type: none"> • At least four (4) years of progressively responsible experience is required in management of programme/projects at local/district/national levels, partnership building etc., preferably in an international organization, national agency, non-governmental organization/think-tank, or private sector. Practical experience with similar interventions regarding on gender mainstreaming is a strong asset; • Previous experience with UN is a strong asset; • Experience in the usage of computers and office software packages (MS Word, Excel etc.).
Language Requirements:	<ul style="list-style-type: none"> • Proficiency in oral and written English, Romanian and Russian 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.

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.