

## UN Women: Programme Coordinator on Ending Violence Against Women (EVAW Programme Coordinator)

<b>Location:</b>	Chisinau, MOLDOVA
<b>Application Deadline:</b>	15 January 2018
<b>Type of Contract:</b>	Service Contract
<b>Post Level:</b>	Service Band 4
<b>Languages Required:</b>	English, Romanian
<b>Duration of Initial Contract:</b>	One year
<b>Expected Duration of Assignment:</b>	One-year, renewable

### Background

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-year 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 Outcome: Parliament and Government adopt and implement laws, policies and strategies to prevent violence against women and girls and deliver quality essential services, which is planned to be 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 Outcome 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 Outcome, 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 Coordinator on Ending Violence Against Women (EVAW Programme Coordinator), who will be responsible for the EVAW Portfolio of UN Women Country Office.

### **Duties and Responsibilities**

Under the overall guidance and direct supervision of the Deputy Representative and in close collaboration with UN Women Moldova programme and operations staff, EVAW Programme Coordinator will be responsible to support timely and synergetic implementation of the UN Women Strategic Note and its action plans in the area of Eliminating Violence Against Women (EVAW).

### **SUMMARY OF KEY FUNCTIONS:**

- **Management, coordination and monitoring of the EVAW portfolio;**
- **Provision of technical assistance and capacity development in the EVAW area;**
- **Partnerships building and support in developing resource mobilization strategies;**
- **Knowledge building and management, and advocacy support.**

#### **Management, coordination and monitoring of the EVAW portfolio:**

- Oversee the implementation of the country Strategic Note in the area of EVAW and oversight of programme implementation in the country, to ensure delivery of results as planned in UN Women's Strategic Plan in line with UN Women guidelines and strategies and accountability frameworks;
- Within the EVAW Portfolio results framework, prepare work-plans reflecting the scope of activities, timing, sequencing, cost and other inputs for the implementation of the activities;
- Be responsible for the implementation of the EVAW Portfolio work plan according to indicators for achieving planned results, as well as for the overall management of the portfolio;
- Liaise with the national counterparts, donors and the UN Women office colleagues to ensure that Portfolio results are achieved and portfolio resources are managed efficiently and effectively;
- Monitor portfolio implementation and activities versus set targets and indicators;
- Monitor the implementation of activities and the expenditure of funds by partners based on internal systems and rules and regulations;
- Identify key performance indicators as well as develop and maintain a monitoring system to ensure effective information sharing, provision of feedback and elaboration of top quality progress reports;
- Draft and provide inputs to annual and quarterly reports, in line with UN Women, joint UN and donor reporting requirements;
- Ensure the effective management and supervision of human resources pertaining to the Programme, including staff, consultants and short-term experts; conduct periodic performance appraisals; build, lead and motivate a solid team of professionals; validate terms of reference for international and national consultants;
- Manage efficiently the financial resources of the portfolio, including budgeting and budget revisions, as well as expenditure tracking and reporting, in close collaboration with other programme, administrative and financial staff;
- Provide support to partners (Government, NGOs, etc.) in applying innovation for EVAW in their work;
- Assist NGO partners working in EVAW innovation area to link their practical work with the global/national normative area;
- Ensure documentation of the EVAW innovation process to reflect best practices and lessons learnt;
- 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 EVAW and gender equality areas.

#### **Provision of technical assistance and capacity development in the EVAW area:**

- Assist the Country Office (CO) in identifying promising practice, technical expertise and strategic opportunities for eliminating EVAW and gender issues, including through innovative approaches;
- Work closely with the Innovation Specialist and other UN Women team members at the country level to provide program support to develop innovative concepts/programmes and implement initiatives

that empowers women to prevent violence from occurring and reoccurring and builds a strong network of champions for gender equality;

- Work closely with the Innovation Specialist and other UN Women team members at the country level to provide program support to develop and implement programs and projects to enhance capacities of women survivor of violence, including their economic empowerment;
- Assist national government and non-governmental partners working in the EVAW area to link their practical work with the global/national normative area;
- Assist the UN Women Country Office in making use of the recommendations of UPR, CEDAW, the special procedures and other mechanisms and subsidiary bodies in programming in EVAW area;
- Provide support to UN Women in developing and implementing a strategy to address risks and violations of human rights of women, especially in situations of risk;
- Keep abreast of the latest global, regional and national developments in the EVAW area and provide substantive inputs to shape national strategies, policies, programmes and norms and standards in the area of ending violence against women;

**Partnerships building and support in developing resource mobilization strategies:**

- Provide technical support to the development of partnerships and resource mobilization strategies;
- Provide substantive inputs to the preparation of concepts, proposals and initiatives on EVAW;
- Establish, maintain, develop and expand the partnership base with wide range of partners at national and local level (Government, Parliament, civil society, academia, media, etc.) in the EVAW area, including with non-traditional partners;
- Assist UN Women CO in coordinating national and development assistance efforts in the EVAW area including by UN, Government, civil society and development partners;
- Provide substantive support to CO on inter-agency coordination related to EVAW and prepare analytical and regular progress reports on UN Women's EVAW programme experiences in the framework of the UN-Moldova Partnership Framework for Sustainable Development;

**Knowledge building and management, and advocacy support:**

- Ensure timely and proper documentation of the EVAW Impact Area implementation processes and products produced in accordance with the UN Women guidelines and reflecting best practices and lessons learnt;
- Assist UN Women and its partners make use of knowledge and experience at international and local level in the area of EVAW;
- Provide guidance for collecting data and undertaking analysis of principal concerns in EVAW area, including through non-traditional data sources;
- Proactively seek and establish linkages and opportunities for learning and exchange of good practices in the WIL area with UN Women regional and HQ thematic advisors, units and other field offices, and ensure this learning is applied in country-level programmatic work;
- Develop a repository of knowledge on EVAW in the Republic of Moldova and share this knowledge with the CSOs, media and other partners in an organized manner;
- Facilitate the exchange of experiences among partners and stakeholders on "what works" in EVAW area, based on the identified positive experiences;
- Provide advice and inputs to UN Women communication efforts on EVAW in the context of SDGs;
- Contribute to design of advocacy materials and promote initiatives for advocacy and policy dialogue in EVAW area;

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 Country Office efficiency in programme and success in implementation of Strategic Note, particularly on:

- Timely and quality implementation of EVAW Portfolio against set workplans, timelines, and budgets, in line with the Strategic Note;
- Quality and timely reporting;
- Strong relations with partners and stakeholders;
- Regular and timely monitoring of activities;
- Enhanced best practices and lessons learned documented and circulated.

Also, 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;**
- **Professionalism;**
- **Respect for Diversity.**

### CORE COMPETENCIES:

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

### FUNCTIONAL COMPETENCIES

#### ***Leadership and self-management***

- Proactive in developing strategies to accomplish objectives;
- Proven ability to lead and manage “smart” business solutions in challenging environment;
- Focuses on impact and results and responds positively to feedback;
- Focuses on tasks/activities which have a strategic impact on programme and capacity development activities;
- Ability to establish priorities for self and others, achieve results and meet strict deadlines in an effective manner, maintaining a high quality standard throughout;
- Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively;
- Demonstrates openness to change and ability to manage complexities;
- Builds strong relationships with clients and external actors;
- Remains calm, in control and good humoured even under pressure.

#### ***Knowledge Management and Learning***

- Shares knowledge and experience;
- Focuses on tasks/activities which have a strategic impact on programme and capacity development activities;
- Promotes a supportive environment to enhance partnerships, leverages resources and build support for UN Women strategic initiatives;
- Collaborates with regional, national and local partners to create and apply knowledge and concepts that will help partners achieve UN Women’s development objectives within the country and regional context;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

#### ***Job Knowledge/Technical Expertise / In-depth knowledge of the Subject-matter***

- Understands more advanced aspects of ERAW and empowering women as the fundamental concepts related to gender equality;
- Serves as internal consultant in the area of expertise and shares knowledge with staff;
- Continues to seek new and improved methods and systems for accomplishing the work of the unit;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments.

#### ***Development and Operational Effectiveness***

- Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of Programme area, managing data, reporting;

- Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems;
- Ability to engage with various partners and stakeholders at different levels, to establish and maintain contacts with senior-level officials of the host government and represent UN Women in national and regional for a;
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents;
- Capacity to implement the strategic vision and programmatic goals as laid down in the Strategic Note;
- Proven performance in organizing and coordinating major initiatives, events or challenging inter-organizational activities;

Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from set-backs.

### Required Skills and Experience

#### Education:

- Master degree in Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences.

#### Experience:

- At least seven years of progressively responsible experience is required at the national or international level in managing complex programme interventions preferable related to protecting and promoting women's human rights;
- At least 5 years of collaborative work experience with national partners at policy/decision making and/or institutional and local level, including government and civil society organizations in the area of women's human rights, (experience related to ending violence against women will be considered a strong advantage);
- 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 oral and written English and Romanian. Advanced knowledge of Russian is an advantage;

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 "EVAW Programme Coordinator" by 15 January 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.