

| I. Position Information  |                              |
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| <b>Job Title:</b> Programme Coordinator on Women's Economic Empowerment<br><b>Department:</b> Moldova CO<br><b>Reports to (Title/Level):</b> Programme Specialist  | <b>Current Grade:</b> SB4/Q3 |
| II. Organizational Context   |                              |
| <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>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 the first year of implementing its <a href="#">Strategic Note (SN) for 2018-2022</a>, which is aligned with <a href="#">the Republic of Moldova-United Nations Partnership Framework for Sustainable Development 2018-2022</a> and <a href="#">the Global Strategic Plan of UN Women</a>. The SN 2018-2022 aims at advancing progress under the following three Impact Areas (IA): <i>IA1: More women from diverse groups fully participate and lead in governance processes and institutions</i>, <i>IA2: Women have income security, decent work and economic autonomy</i>, <i>IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services</i>. Under the impact on income security, decent work and economic autonomy, UN Women contributes to the realization of the Outcome: Parliament and Government adopt and implement legislation, policies, and services that address unpaid domestic and care work and improve income security and decent work for women. with two outputs: Output 1. Government have capacities to develop and implement laws, policies and services that positively impacts women's income and decent employment and recognize, reduce and redistribute unpaid care work; 2. Women, including those from excluded groups, have skills and knowledge to access economic opportunities.</p> <p>Contributing to the realization of these results, UN Women works to strengthen capacities of the Parliament and Government to develop, adopt and implement legal, regulatory and policy frameworks as well as care service provision models that create decent work for women and that support the reducing and redistribution of unpaid care work and the more equal sharing of care and domestic work between women and men. UN Women will also seek to improve women's access to male dominated professions, notably in science, technology, engineering and mathematics (STEM) and their information and communication technology (ICT) skills and promote women's increased access to economic opportunities through best practices of the private sector.</p> <p>In addition, since 2010, UN Women has been implementing the regional project "Promoting Gender Responsive Policies in South-East Europe and the Republic of Moldova" (<a href="#">GRB Project</a>) covering Albania, Bosnia and Herzegovina, FYR Macedonia and the Republic of Moldova. The project is structured around two outcomes: 1) Governments in targeted countries promote gender responsive fiscal laws, policies and national action plans to enable specific budgetary allocations for gender equality; 2) Gender advocates and Members of Parliament demand accountability from national and local governments on policies and budgetary allocations for gender equality and women's empowerment. The project's country component implemented in the Moldova includes activities focused on enhancing the institutionalization of gender responsive budgeting (GRB) at central and local level, working with civil society organizations to serve as gender budget watch-dogs and introducing GRB in academia. While the GRB Project is coming to an end in December 2018, activities on GRB will be continued in the country as part of UN Women's ongoing efforts to advance gender responsive governance systems at different levels of government.</p> <p>The Programme Coordinator on Women's Economic Empowerment (WEE Programme Coordinator) will be responsible for the management of the WEE Portfolio of UN Women Country Office, which includes the GRB Project and its continuation at country level.</p> |                              |

### III. Functions

Under the supervision of the Programme Specialist, the WEE Programme Coordinator will be responsible to support timely and synergetic implementation of the UN Women Strategic Note in the area of women's economic empowerment and gender responsive budgeting.

#### SUMMARY OF KEY FUNCTIONS:

- **Management, Coordination and Monitoring of the WEE Portfolio;**
- **Provision of technical assistance and capacity development in the WEE area;**
- **Partnerships building and support in developing resource mobilization strategies;**
- **Knowledge building and management, and advocacy support.**

#### Management, coordination and monitoring of the WEE portfolio:

- Oversee the implementation of the country Strategic Note (SN) in the area of WEE to ensure delivery of results as planned in the SN and in line with UN Women guidelines, strategies and accountability frameworks;
- Be responsible for the implementation of the WEE Portfolio work plan according to set indicators and targets for achieving planned results;
- Within the WEE Portfolio results framework, prepare annual Work Plans reflecting the scope of activities, timing, sequencing, cost and other inputs needed for the implementation; ensure regular updates of the Work Plans based on progress achieved, lessons learnt and new opportunities identified;
- Monitor the implementation of activities by different partners – non-governmental organizations, private sector, government partners – to ensure steady progress towards the achievement of set objectives and targets and that challenges are dealt with in a prompt manner;
- 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;
- Maintain a monitoring system for the portfolio to ensure effective information sharing, provision of feedback and elaboration of top quality progress reports;
- 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; develop and validate terms of reference for international and national consultants;
- Draft and provide inputs to annual and quarterly reports under donor, UN and UN Women requirements as per established rules, regulations, including the commitments under the UN Partnership Framework for Sustainable Development, UN Women global Strategic Plan and country SN, and donor-funded projects in the WEE/GRB areas.

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

- Assist the Country Office in identifying promising practices, technical expertise and strategic opportunities for advancing the women's economic empowerment agenda in the country, in line with UN Women's Strategic Note, including through innovative approaches;
- Assist national government and non-governmental partners working in the WEE 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 WEE area;

- Keep abreast of the latest global, regional and national developments in the WEE area and provide substantive inputs to shape national strategies, policies, programmes and norms and standards in the area of women's economic empowerment and gender responsive budgeting;
- Provide support to national partners in applying innovative approaches in their work;

**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 WEE;
- 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 WEE area, including with non-traditional partners;
- Assist UN Women CO in coordinating national and development assistance efforts in the WEE area including by UN, Government, civil society and development partners;
- Provide substantive support to CO on inter-agency coordination related to WEE and prepare analytical and regular progress reports on UN Women's WEE 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 WEE Impact Area implementation processes and products produced in accordance with the UN Women guidelines and reflecting best practices, lessons learnt and innovation processes and approaches;
- Assist UN Women and its partners make use of knowledge and experience at international and local level in the area of WEE;
- Provide guidance for collecting data and undertaking analysis of principal concerns in WE area, including through non-traditional data sources;
- Proactively seek and establish linkages and opportunities for learning and exchange of good practices in the WEE/GRB 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 WEE 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 WEE area, based on the identified positive experiences;
- Provide advice and inputs to UN Women communication efforts on WEE in the context of SDGs;
- Contribute to design of advocacy materials and promote initiatives for advocacy and policy dialogue in WEE area;

Perform any other duties as may be assigned by the management of the Country Office

**IV. Key Performance Indicators**

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 WEE 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.

## VI. 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;
- 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 women's economic empowerment as fundamental concepts related to gender equality;
- Serves as internal knowledge resource 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 fora;
- 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.

### **VII. Recruitment Qualifications**

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| Education:             | <ul style="list-style-type: none"> <li>• Master's degree in economics, finance, public administration, human rights, gender equality, management or other related areas;</li> </ul>   |
| Experience:            | <ul style="list-style-type: none"> <li>• Minimum of 7 years of relevant experience at national or international level in managing complex and multi-component programmes and projects, preferably in the area of gender equality, women's economic empowerment and gender responsive budgeting;</li> <li>• Minimum 3 years of collaborative work experience with national partners at policy/decision making and/or institutional and local level, including government and civil society organisations;</li> <li>• Strong analytical and writing skills and experience;</li> <li>• Experience in the UN system, agencies and international organizations is an asset;</li> <li>• 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.</li> </ul> |
| Language Requirements: | <ul style="list-style-type: none"> <li>• Fluency in English and Romanian is required. Advanced knowledge of Russian is an advantage.</li> <li>• Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.</li> </ul>  |

**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 or other non-citizens legally entitled to work in 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 "Communications Associate/UN Women" by 5 October 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.