

UN Women: Programme Associate (Women's Economic Empowerment) - replacing the WEE Programme Associate who will be on maternity leave

Location:	Chisinau, MOLDOVA
Application Deadline:	20 January 2020
Type of Contract:	Service Contract
Post Level:	Service Band 3, Quartile 2 (SB-3.2)
Languages Required:	English, Romanian
Duration of Initial Contract:	10 February 2020 – 10 October 2020
Expected Duration of Assignment:	Up to 8 months

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. Placing women's rights at the center of all its efforts, the UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

The work of UN Women in the Republic of 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), and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development](#).

The overarching vision of the [2030 Agenda for Sustainable Development](#) is inclusive and sustainable growth with its promise to leave no one behind. Sustainable Development Goal (SDG) 5, target 5.5. calls to “ensure women’s full and effective participation and equal opportunities for leadership at all levels of the decision-making in political, economic and public life”. Gender equality is mainstreamed throughout the SDGs, including SDG 8 “Decent Work and Economic Growth”. Gender equality by 2030 requires urgent action to eliminate the many root causes of discrimination that still curtail women’s rights in private and public spheres. At its core, the economic empowerment of women depends on the quantity and quality of paid employment, the provision or absence of public services, the amount of unpaid care work borne by women, as well as coverage or lack thereof under core social and labor protections.

The [UN Women Strategy for Moldova 2018-2022](#) focuses on three main areas where gender equality gaps are still present: 1) strengthening women’s participation in politics and decision making, 2) advancing the economic empowerment of women and 3) preventing and combating violence against women and girls. To achieve progress under these areas, UN Women works with variety of national and international partners and as part of different national and regional initiatives. UN Women’s interventions are contributing to the realization of the [National Strategy on Gender Equality \(NSGE\) for 2017-2021](#) and its associated Action Plan, approved in early 2017, focus on ten areas of interventions such as: women’s participation in decision-making, labor market and gender pay gap, social protection and family policies, health, education, climate change, institutional mechanism, stereotypes in the society and non-violent communication, gender equality in the security and defense sector and gender responsive budgeting.

UN Women is therefore looking for a Program Assistant (replacing the WEE Programme Assistant who will be on maternity leave), who will be responsible to assist in the implementation of activities and achievement of planned results under the UN Women portfolio on women’s economic empowerment (WEE) and gender responsive budgeting (GRB).

Duties and Responsibilities

Reporting to National Programme Officer, the Programme Assistant works with and provides support to the members of the Programme Team in the development and implementation of effective programmes consistent with UN Women rules and regulations. S/he works in close collaboration with the operations, programme and

projects' staff in the UN Women Moldova CO and provides programme, administrative, and logistical assistance to the team for the smooth programme implementation.

FUNCTIONS:

1. **Provide administrative and logistical support to the formulation and management of WEE & GRB portfolio**
 - Provide administrative support in the preparation of work plans, budgets, and proposals on implementation arrangements, including tracking the delivery of funds;
 - Provide administrative support to the executing agencies / 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;
 - Contribute on achievement of results as per work plan and in accordance with UN Women SN, including effective application of RBM tools;
 - 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 WEE & GRB 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 WEE & GRB 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;
 - Provide support to the implementation of activities and campaigns with key partners, including Women's Empowerment Principles (WEPs);
 - 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;
 - Inputs to the preparation of donor reports to ensure quality, compliance with requirements as per established rules (WEE and GRB area).
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.

IMPACT OF RESULTS:

The key results have an impact on the overall UN Women CO efficiency in programme and success in implementation of Strategic Note. 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:

- 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

- 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.

Required Skills and Experience

Education:

- University degree in Business, Public Administration, Programme/Project Management, International Development, Human Rights or in the field of social sciences or another relevant field.

Experience:

- Minimum of 5 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 of 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 fully completed [UN Women Personal History Form](#) as attachment instead of CV/resume, with the mark "Programme Associate (WEE) /UN Women Vacancy" by 20 January 2020, 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.