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| **I. Position Information** |
| **Job Title:****Position Level:** **Department:** **Reports to (Title/Level):**  | **Project Officer on Gender Equality in Peacebuilding****Service Contract (SB4.Q2)****UN Women Moldova/ “Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova” Project** **Programme Officer on Women, Peace and Security**  |

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| II. 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. In 2018, UN Women Moldova Country Office started to implement the [Strategic Note (SN) for 2018-2022](http://www2.unwomen.org/-/media/field%20office%20moldova/attachments/publications/2018/sn%20summary%202018-2022.pdf?la=en&vs=3943), which is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](http://md.one.un.org/content/dam/unct/moldova/docs/pub/strateg/UNDAF%20Moldova%20EN.pdf) and the [Global Strategic Plan of UN Women](http://undocs.org/en/UNW/2017/6/Rev.1). Under its current 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, young women, 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 SN 2018-2022 advances progress under the following three Impact Areas (IA): IA1: More women fully participate and lead in gender responsive governance processes and institutions, including in the security sector, 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 area on advancing women’s leadership and participation, UN Women contributes to the realization of the Outcome: More women fully participate and lead in gender responsive governance processes and institutions which is planned to be implemented via three inter-connected outputs: Output 1. National institutions have capacities to analyze and improve legislation, policies and budgets to fulfill gender equality commitments; Output 2. A new generation of women from diverse groups have skills, knowledge and support networks for civic and political activism; Output 3. Elected and appointed women have skills and knowledge to promote gender sensitive governance, in alliance with men.This work builds and expands on the achievements and lessons learnt of the joint programme “Enhancing Women’s Political Representation through improved capacity and enhanced support in Moldova” (Women in Politics Programme), implemented by UN Women and UNDP in partnership with the East Europe Foundation (EEF) and the Centre for Partnership Development (CPD) in the period 2014-2017. Under this Impact Area, UN Women Moldova also takes forward and upscales the programmatic work on advancing the Women, Peace and Security (WPS) agenda in the Republic Moldova, initiated in 2015.In 2016 UN Women initiated cooperation with different security institutions, key among which the Ministry of Defense, including the Armed Forces Military Academy "Alexandru cel Bun" and the Ministry of Interior, including the Association of Women in Law Enforcement, Association of Women in Police and Association of Women in Defense under its auspices. Other relevant partners in this expanding area of work for UN Women include: the Parliament of the Republic of Moldova, in particular the Women’s Caucus and relevant Committees, the Bureau for Reintegration, Ministry of Foreign Affairs and European Integration, Ministry of Justice, as well as civil society organizations, gender and security experts, and academia. The cooperation aims at increasing institutional capacities and knowledge in the areas of gender equality and implementation of SCR1325 on Women, Peace and Security (WPS) and other related Resolutions. Specifically, support has been provided to the development of a first of its kind manual for defense and security personnel, to serve as teaching resource for courses in the Military Academy, legal study on the legislation and policies in the security sector from a gender perspective, development and translation of other resource materials on WPS, awareness raising activities with different stakeholders on the implementation of UN SCR 1325, and its global, regional and local implications, as well as capacity building to women in the field of negotiation and mediation, supporting women’s meaningful participation in peacebuilding processes. Also, UN Women is one of the main actors towards implementation of the National programme and its action plan for implementation of national commitments under UN SCR 1325.Under an anticipated project from the Peacebuilding Fund, UN Women, in partnership with OHCHR and UNDP, is expected to implement a two-years project “Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova” on both banks of Nistru river. The project seeks to facilitate an enabling environment for improved cross-river cooperation, reduced social tensions and the continuation of the fragile Transnistrian region settlement process in the context of growing regional and domestic geopolitical tensions exacerbated by the war in Ukraine, through the advancement of, and cross-river collaboration on human rights, Women, Peace and Security, and the promotion of equal access to services and through ensuring early intervention to prevent deepening divisions between the populations on either side of the conflict divide which are currently being affected by highly divisive narratives and misinformation. UN Women will focus on facilitating an environment conducive to women’s meaningful participation in the Transnistrian settlement process and the broader peacebuilding efforts, including at community level. To this end, UN Women is seeking the services of a Project Officer who will manage the UN Women project component, providing technical leadership and coordination to the Peacebuilding and Gender equality components of the project, and ensuring their effective implementation. |
| III. Organizational Context  |
| Reporting to Programme Officer on Women, Peace and Security (WPS) and Programme Analyst of Women, Leadership and Governance and WPS, the Project Officer will be responsible for effective management of the project component led by UN Women under the UN Peacebuilding Fund project, by contributing to the project design, implementation, monitoring and evaluation. S/he supports the delivery of UN Women-led project component by conceptualizing interventions, ensuring their effective and efficient implementation in line with Result-Based-Management, ‘Do-no-harm' and leave no one behind principles by applying the appropriate UN Women Rules, Procedures and systems. systems and procedures. S/he works in close collaboration with the project team, UN Women WILG Programme and Operations team, state and non-state actors, including Civil Society Organizations (CSOs) and donor ensuring successful implementation of UN Women project component.  |

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| IV. Functions  |
| ***Project Design, Implementation and Technical Support*** * Coordinate timely and effective implementation of the project component led by UN Women, including daily management and delivery of project outputs;
* Effectively manage human resources pertaining to the project, including both staff, consultants and short-term experts; conduct periodic performance appraisals; build, lead and motivate a solid team of professionals;
* Manage efficiently the financial resources of the project component led by UN Women, including budgeting and budget revisions, as well as expenditure tracking and reporting in accordance with UN/UN Women rules and regulations;
* Continuously record and monitor relevant project activities, issues, risks, etc. and proactively identifies and implement effective solutions to overcome the bottlenecks;
* Lead and coordinate the organization of meetings, workshops, conferences, trainings, study tours and related activities relevant to the implementation of the project;
* Ensure proper identification of and follow up with relevant stakeholders, institutions, civil society organizations and groups, consultants and other partners who will be involved in the implementation of activities under the relevant result areas; provide technical support and guidance to implementing partners and key stakeholders on specific issues related to the project scope;
* Coordinate the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners;
* Review and coordinate the submission of implementing partner financial and narrative reports;
* Liaise with other UN agencies, government counterparts and partners in coordinating and implementing project activities;
* Prepare terms of reference for consultants and services, responsible party agreements with local stakeholders and institutions and/or civil society organizations, and exercise supervision over all service providers;
* Provide support to UN Women Moldova strategic programming exercises and documents covering the gender and peacebuilding area, and broader, as relevant;
* Provide proactive and substantive support in identifying funding opportunities, contribute to the development of Concept Notes and project proposals to mobilize funds to support/expand UN Women interventions on WPS, including in humanitarian, peacebuilding and gender nexus;
* Actively engage/contribute on UN Women Moldova’s interventions to respond to the humanitarian emergencies and evolving conflict settlement landscape.

***Capacity development support to project staff and partners**** Undertake relevant desk review of the country policy and legal frameworks on gender equality, Women, Peace and Security, project documents, studies and the other materials; review the international and Moldovan good practices on gender mainstreaming and women’s empowerment;
* Identify opportunities for capacity building of partners and facilitate technical/ programming support and trainings to partners, as needed;
* Train partners on Results Based Management, “Do-no-Harm" and LNOB;
* Understand the local context in terms of gender equality, women’s empowerment and conflict settlement;
* Provide capacity development on gender mainstreaming and women’s empowerment to project staff and key partners through face-to-face gender training and learning sessions;
* Provide project staff with gender mainstreaming and women’s empowerment tools and updates on current gender equality trends in Moldova pertaining to the focus of the project;
* In coordination with UN Women Communications Team, ensure high quality information and visibility of the project activities to the mass media and stakeholders and support mechanisms for exchange of information, experience and lessons learned at the local and national levels.
* Facilitate collection and analysis of sex and age-disaggregated data through project implementation;
* Manage project files and support information collection and dissemination; ensure proper project documentation (filing) & communication, and tracking system for effective project closure.
* Contribute to expanding/adjusting the capacity development tools for partners and staff to address the emerging challenges related to the Transnistria conflict settlement processes, refugee crisis and humanitarian emergency and gender nexus response and implications.

***Advocacy, knowledge building and communication:*** * Provide substantial contribution to mainstreaming gender into the project’s communications and visibility plan and its implementation phase;
* Coordinate and support the organization of awareness raising and advocacy events, trainings, workshops and drafting knowledge products related to UN Women project component;
* Based on the analysis of the lessons learned, evaluations, best practices provide analytical support to the project management in applying the knowledge for planning;
* Proactively contribute to knowledge networks and communities of practice on gender equality and Women, Peace and Security agenda;
* Provide inputs to the development of knowledge management products related to gender equality and women’s rights in the project areas;
* Provide inputs to relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles;
* Provide inputs to background documents, briefs and presentations related to Women in Peacebuilding, including WPS;
* Perform other duties connected directly with the implementation of the project and of the UN Women Strategic Note, as required.
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| IV. Key Performance Indicators |
| * Timely and quality inputs to project design
* Timely and quality inputs to workplans and budgets
* Adherence to UN Women standards and rules
* Timely monitoring and tracking of project results and finances
* Timely organization of events
* Number of knowledge products developed
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| 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/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-values-and-competencies-framework-en.pdf](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unwomen.org%2Fsites%2Fdefault%2Ffiles%2FHeadquarters%2FAttachments%2FSections%2FAbout%2520Us%2FEmployment%2FUN-Women-values-and-competencies-framework-en.pdf&data=05%7C01%7Ciurie.tarcenco%40undp.org%7Cfd1beae6711f4c03a7a208da4f6a4acd%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637909615319605452%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hUfweTG0MbOJEGfi1MrPUcNAV832SH7yWbVXdLhhBxM%3D&reserved=0)**Functional Competencies** **Knowledge Management and Learning*** Shares knowledge and experience;
* Focuses on tasks/activities which have a strategic impact on project 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 development objectives within the country and regional context;
* Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills;
* Understands more advanced aspects of promoting women in leadership 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;

***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 Project, managing data, reporting.
* Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems.
* Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
* 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;
* Strong analytical skills and ability to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.
* 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 setbacks.

**Leadership and Self-Management*** Focuses on result for the client and responds positively to feedback.
* Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high-quality standard throughout.
* Consistently approaches work with energy and a positive, constructive attitude.
* Demonstrated ability to manage a team and to foster team spirit and synergy.
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| **VI. Recruitment Qualifications** |
| **Education and certification:** | * Master’s Degree in Conflict and Peace Studies, Gender and Development, Public Administration, Law, Human Rights, International Relations or other related areas. Additional training and certification in project management is a strong advantage;
* University degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the Master`s Degree
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| **Experience:** | * At least five (5) years of progressive working experience in the design, management and implementation of programmes.
* Proven experience in managing and/or implementing various programmes, projects, initiatives and activities aimed at advancing gender equality and women’s rights.
* Hands on experience in designing, implementing and monitoring development projects, preferably with a gender equality/women empowerment focus. Specific experience working on projects/consultancies related to WPS is a strong advantage
* Experience of work in/with the Transnistria region and a good understanding of related issues is a strong advantage.
* Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm is an asset
* Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems.
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| **Language Requirements:** | * Fluency in oral and written English, Romanian and Russian.
* Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.
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**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 online and include fully completed**[**UN Women Personal History Form**](https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc)**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.  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.