**JOB DESCRIPTION**



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| **I. Position Information** | |
| **Job Title:** Programme Manager  **Department:** Moldova CO  **Programme:** Gender in Humanitarian Action (GiHA)/Refugee response  **Reports to (Title/Level):** Programme Specialist (NOC) | **Current Grade:** SB4/Q4 |

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| II. Organizational Context |
| UN Women (UNW), 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 centre 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. It provides strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors.  UN Women leads and coordinates United Nations system efforts to ensure that the commitments to gender equality and gender mainstreaming translate into action in humanitarian response plans. As the war crisis in Ukraine continues and its impact on neighboring countries and host communities deepens, there is an increasing recognition among all the key actors that the development and humanitarian challenges arising from the crisis must be met with accelerated action and enhanced capacity. In this respect, UN Women Moldova Country Office is contributing to the United Nations processes to support the efforts of the Government of Moldova, I/NGOs, and UN Agencies on the humanitarian response to the refugee crisis and its impact on the host communities in Moldova.  As part of the country and regional response to the Ukraine crisis, UN Women Moldova CO repurposed and reprogrammed existing funds that helped swiftly respond to the rapidly evolving needs of civil society organizations focused on women’s rights and services. The funds were geared toward supporting women’s mobilization and leadership at the local level and ensuring their voices and concerns guide decision-making at all levels. It has also helped provide immediate gender responsive assistance to refugee women and girls.  In the frame of overall refugee coordination structure, the Moldova CO provides technical gender expertise and policy advice to refugee response working groups and their members on gender in humanitarian action. It is also contributing to the Refugee Response Plan in Moldova to ensure support for basic human rights and essential services for refugee women and girls, including tailored support to the most vulnerable and at-risk groups of women refugees (Roma, women with disabilities, and LGBIQ+); prevention of and early detection of and referral of GBV; and exploring livelihood opportunities in Moldova for Ukrainian women refugees.  In order to support the effective management and delivery of its humanitarian interventions which will focus in the upcoming period on providing multisectoral, gender responsive and coordinated services and responses to crisis affected and at-risk women and girls in Moldova, UN Women Moldova is recruiting a Programme Manager, who will lead UN Women Moldova CO humanitarian action/refugee response team and programmes, in alignment with the office Strategic Note and Annual Workplan. |

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| III. Functions | |
| Under the overall guidance of the UN Women Country Representative and the direct supervision of the Programme Specialist, the Programme Manager contributes to the effective management of UN Women programmes in the CO by providing substantive inputs to programme design, formulation, implementation and evaluation. She/he guides and facilitates the delivery of UN Women programmes by monitoring results achieved during implementation and ensuring appropriate application of systems and procedures and develops enhancements if necessary. She/he works in close collaboration with the programme and operations team, UN Women HQ staff, Government officials, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation under portfolio.   1. **Contribute technically to the development of programme strategies in Gender in Humanitarian Action (GiHA)/Refugee response**  * Provide substantive inputs to the design and formulation of programme/project proposals and initiatives; * Identify areas for support and intervention related to the programme; * Keep abreast of the latest global, regional and national developments in the GiHA/refugee response area and provide substantive inputs to shape national strategies, policies, programmes and norms and standards in the area of GiHA/refugee response; * Assist the Country Office (CO) in identifying promising practice, technical expertise and strategic opportunities for GiHA/refugee response; * Promote innovative approaches in GiHA/refugee response area and provide support to national partners in applying innovative approaches in their work.   **Provide substantive technical support to the implementation and management of the GiHA/refugee response programmes/projects**  Coordinate the overall programme/project work plan and budget development and implementation according to Strategic Note/ programme document;  Lead the implementation of programme activities;  Lead the coordination of the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners;  Establish systems for project planning, implementation and monitoring, in collaboration with partners;  Review, coordinate and monitor the submission of implementing partner financial and narrative reports;  Train partners on Results Based Management (RBM) and monitor implementation.  **Provide technical assistance and capacity development to programme/project partners:**  Coordinate and provide technical support in the implementation of programme activities; develop technical knowledge products;  Maintain relationships with national partners to support implementation and expansion of GiHA/refugee response programmes and coordination;  Identify opportunities for capacity building of partners and facilitate technical/ programming support and trainings to partners, as needed.  **Provide technical inputs to the monitoring and reporting of the programme/project:**  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  Monitor progress of implementation of activities and finances using results-based management tools;  Draft reports on monitoring missions, programme results, outputs and outcomes;  Provide substantive inputs to the preparation of donor and UN Women reports.  **Manage people and finances of the GiHA/refugee response programmes:**  Coordinate development and preparation of financial resources of the programme including budgeting and budget revisions, and expenditure tracking and reporting;  Monitor budget implementation and make budget re-alignments/ revisions, as necessary;  Monitor the allocation and disbursement of funds to participating partners;  Supervise staff in the CO and in the projects.  **Provide substantive inputs to building partnerships and resource mobilization strategies in the area of responsibility:**  Provide substantive inputs to resource mobilization strategies; analyze and maintain information and databases;  Prepare relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles;  Participate in donor meetings and public information events, as delegated.  **Provide technical support to inter-agency coordination on GiHA/refugee response**  Provide substantive technical support to the Country Representative and Programme Specialist on inter-agency refugee response coordination related activities by drafting background reports and briefs;  Participate on behalf of UN Women in relevant inter-agency refugee response working groups and promote UN Women mandate.  **Provide substantive inputs to advocacy, knowledge building and communication efforts**  Develop background documents, briefs and presentations related to GiHA/refugee response;  Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products;  Coordinate the development of knowledge management methodologies, and products on Women GiHA/refugee response. | |
| IV. Key Performance Indicators | |
| The key results have an impact on the overall UN Women Country Office efficiency and success in Strategic Note’ implementation, particularly on:   * Timely and quality substantive inputs programme strategies and activities; * Timely and quality substantive inputs to workplans and budgets; * Adherence to UN Women standards and rules; * Timely monitoring and tracking of programme results and finances; * Relationship with partners and stakeholders; * Timely organization of events; * Quality of knowledge and advocacy products.   Accurate analysis and presentation of the information enhances UN Women’s position as a strong development partner. The provided information shall facilitate the decision making by the management. | |
| **V. Competencies** | |
| 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>  **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; * Focuses on impact and results and responds positively to feedback; * Demonstrates openness to change and ability to manage complexities; * Promotes a supportive environment to enhance partnerships, leverages resources and builds support for UN Women strategic initiatives; * Demonstrates comprehensive knowledge of information technology and applies it in work assignments; * 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; * Good knowledge of UN programme management systems. | |
| VI. Recruitment Qualifications | |
| **Education**: | * Master’s degree in economics, finance, public administration, human rights, gender equality, management or other related areas; * A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree; * A project/programme management certification would be an added advantage. |
| **Experience:** | * 6 years of relevant experience at national or international level in managing complex and multi-component programmes and projects with focus in the area of programme management; * Experience in the area of GiHA/refugee response is a strong asset; * Collaborative work experience with national partners at policy/decision making and/or institutional and local level, including government and civil society organisations will be considered a very strong advantage; * Strong analytical and writing skills and experience; * Experience in the UN system, agencies and international organizations is an asset; * Computer literacy, ability to effectively use technology equipment, IT tools and means of communication, including excellent command of use of social media. |
| **Language Requirements:** | * Fluency in English and Romanian is required. 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 is an asset. |