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| **I. Position Information** |
| **Job Title:****Position Level:** **Department:** **Reports to (Title/Level):**  | **Programme Associate** **Service Contract (SB3.Q3)****UN Women Moldova Country Office****Programme Coordinator**  |

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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.The work of UN Women in Moldova is guided by its new Country Strategic Note 2023-2027, aligned with the [UN Sustainable Development Cooperation Framework for Moldova (2023-2027](https://unsdg.un.org/resources/un-sustainable-development-cooperation-framework-moldova-2023-2027)), [UN Women Global Strategic Pla](https://www.unwomen.org/en/digital-library/publications/2021/09/un-women-strategic-plan-2022-2025)n, National Programs and Strategies and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on four main areas: 1) Ending Violence against Women; 2) Women’s Leadership and Governance; 3) Women’s Economic empowerment and 4) Humanitarian and Peace development nexus and UN Coordination on GE.Since March 2022, in the context of the war in Ukraine and refugee crisis, UN Women implements several initiatives aimed to support Government, local authorities and civil society organizations with response efforts to immediate humanitarian needs of women and girls and efforts focusing on GBV services and protection. UN Women is looking for Programme Associates to support effective management and implementation of all activities and to work on refugee response.  |
| III. Organizational Context  |
| The Programme Associate will work under guidance and direct supervision of the Programme Coordinator to ensure smooth running of Programme portfolio initiatives, provision of administrative and some programmatic services of the highest quality and standards to the UN Women Country Office, as well as national beneficiaries and stakeholders. In addition, the Programme Associate will assist Programme Coordinator and Project Officer and other personnel in implementation of day-to-day activities, as required.The Programme Associate will apply and promote the principles of results-based management (RBM), as well as client-oriented approach consistent with UN Women rules and regulations. The incumbent is expected to exercise full compliance with UN Women programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems. |

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| IV. Functions  |
| 1. **Provide support to the formulation and implementation of the Programme/project**:* Provide operational inputs and administrative support in the preparation of Programme and Country Office Annual Work Plans, programme/project budgets, proposals on implementation arrangements and tracking of the delivery of funds;
* Provide operational guidance and administrative support to the responsible/implementing parties on project implementation, including narrative and financial reporting to UN Women;
* Provide administrative support for the audit of programmes/ projects and support implementation of audit recommendations;
* Identify sources, gather and compile data and information for and draft internal documents, guidelines, speeches, concept notes and position papers, in collaboration with the Programme and Operations teams.
* Act as primary contact for operational aspects within programme team and liaise with relevant internal and external counterparts for getting additional clarifications/guidance.

2. **Provide support to the financial management of Programme/project**:* Provide technical support in preparation and monitoring of programmes/projects budgets in line with UN Women policies/procedures and donor requirements. Monitor funds absorption, timely prepare budget revisions, revise project awards and status and determine unutilized funds and the operational and financial close of a project;
* Ensure tracking of expenditures and available funds for the programme/projects, prepare regular expenditure/financial plans and reports, initiate corrections, provide advice on financial delivery projections.
* Verify financial documents from programme implementing partners, including those for cash advances’ payment and clearance;
* Prepare documents for payments, create vouchers within the authorities aligned to the Internal Control Framework (ICF);

3. **Provide operational support to the Programme/project**:* Provide inputs and draft task orders for procurement of goods and services, prepare lists of needs and draft analysis for procurement plan, conduct market research;
* Initiate procurement and recruitment processes in line with UN Women procedures, and coordinates with relevant parties the completion of these processes;
* Discuss and draft the contracts, monitor the deliverables and ensure timely implementation or extension when necessary;
* Maintain communication with vendors upon contract signature, coordinates delivery of good/services, maintain records on receipt and distribution of goods, ensure proper documentation of processes, monitor contractors’ performance;
* Undertake logistical, administrative and financial arrangements for organization of meetings, workshops, events, and missions;
* Make travel and transportation arrangements for the Programme Team and partners or beneficiaries, ensuring processing of travel-related payments;
* Provide support in coordination of other Programme personnel (interns, consultants, other administrative personnel);
* Assemble briefing materials and prepare power-point and other presentations, in collaboration with the Programme team; draft minutes of the meetings, as delegated, and maintain follow up communication after events/meetings;
* Organize, compile, and archive/upload to internal databases documentation on programme implementation processes; maintain filing system ensuring safekeeping of confidential materials; maintain mailing lists.

4. **Provide administrative support to partnership and resource mobilization**:* Organize, compile, and process documentation and information from donors, and programme team as inputs to various databases and documents.
* Assist with communication with various stakeholders, Programme’s partners and beneficiaries.
* Provide support in collecting inputs and materials on lessons learnt and knowledge management within Programme area and operational aspects.
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| IV. Key Performance Indicators |
| * Timely and accurate support to events, workshops, and missions;
* Full compliance of administrative activities with UN Women rules, regulations, policies and procedures;
* Timely recording of overall programme unit finances;
* Timely and accurate tracking of data for CO management and donor purposes;
* Quality maintenance of internal systems.
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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>**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 establish, build and sustain effective relationships with clients, demonstrating understanding of client's perspective; anticipates client needs and addresses them promptly.
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| **VI. Recruitment Qualifications** |
| **Education and certification:** | * University degree in Business, Public Administration, Programme/Project Management, International Development, Human Rights or in the field of socio- economic sciences or other relevant field.
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| **Experience:** | * Minimum of 4 (four) years of experience with administrative and financial work, project management support or related experience, preferably in development field;
* Substantive knowledge of and experience on gender equality and women's empowerment will be considered an advantage;
* Experience with 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.
* 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 web-based management systems
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| **Language Requirements:** | * Fluency in both oral and written English and Romanian is required.
* 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.
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