

I. Position Information

Job Title: Programme Analyst, Ending Violence Against Women

Current Grade: NOB

Department: Brazil CO

Reports to: National Programme Specialist/NOC

II. Organizational Context

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.

Brazil ratified key human rights treaties such as the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Belem do Para Convention, and the Convention on the Elimination of Racial Discrimination (CERD). Brazil is also signatory of key normative human rights and development instruments such as the Beijing Declaration and Platform for Action, the Durban Declaration and Programme of Action and the Declaration on the Rights of Indigenous Peoples. In September 2015, Brazil joined the international community in the adoption of the 2030 Agenda for Sustainable Development, committing with the implementation of the 17 Sustainable Development Goals (SDGs), including SDG 5 “Achieve gender equality and empower all women and girls”. Despite significant progress in the past decades, Brazil continues to witness extremely high rates of feminicides, intimate and domestic partner violence, and sexual violence. Afro-descendant women are more vulnerable and tend to report or seek help less often. Under notification is a reality and only part of the cases is brought to the public health system.

As part of the United Nations Country Team (UNCT), UN Women continues to push for key opportunities to promote gender equality and women’s empowerment through strengthened coordination. The new United Nations Sustainable Development Partnership Framework (UNDAF) 2017-2021 has 5 axis that corresponds to the 5 Ps of the 2030 Agenda for Sustainable Development (people, planet, prosperity, peace and partnerships), specifying the need to include commitments with gender and racial equality in all of its results. The CO continues to lead the Inter-Agency Thematic Group (TG) on Gender, Race and Ethnicity and to support the implementation of the work plan for the International Decade for People of Afro Descent 2015-2024, as well as to boost the Secretary-General’s UNITE to End Violence Against Women Campaign.

Reporting to the National Programme Specialist, the Programme Analyst effectively manages programmes and projects within the area of Ending Violence Against Women (EVAW), especially prevention programmes, which include the gender and sports and the education programmes. The Programme Analyst is responsible for the design, formulation, implementation and evaluation of programmes and projects. S/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.

III. Functions

7. Contribute technically to the development of programme strategies in the area of EAW

- Provide substantive inputs to the design and formulation of programme/ project proposals and initiatives;
- Identify areas for support and intervention related to the programme.

2. Provide substantive technical support to the implementation and management of the EAW and other programmes

- Provide technical inputs to the annual workplan and budget;
- 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;
- Review, coordinate and monitor the submission of implementing partner financial and narrative reports;
- Train partners on Results Based Management and monitor implementation.

3. Provide technical assistance and capacity development to project/programme 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 the EAW programme;
- Identify opportunities for capacity building of partners and facilitate technical/ programming support and trainings to partners, as needed.

4. Provide technical inputs to the monitoring and reporting of the programme/ project

- 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.

5. Provide substantive technical inputs to the management of people and finances of the EAW programme

- Monitor budget implementation and make budget re-alignments/ revisions, as necessary;
- Provide substantive inputs to financial reports;
- Supervise Programme Analyst(s), Volunteer(s), Programme Associate(s) and Assistant(s).

6. Provide substantive inputs to building partnerships and resource mobilization strategies

- 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.

7. Provide technical support to inter-agency coordination on EAW to achieve coherence and alignment of UN Women programmes with other partners in the country

- Provide substantive technical support to the Representative and Programme Specialists on inter-agency coordination related activities by drafting background reports and briefs.

8. Provide substantive inputs to advocacy, knowledge building and communication efforts

- Develop background documents, briefs and presentations related to EAW, Gender Equality in Education, Prevention of Gender-Based Violence, Gender and Sports;
- Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products;
- Coordinate the development of knowledge management methodologies, and products on EAW, Gender Equality in Education, Prevention of Gender-Based Violence, Responses to Gender-Based Violence, Gender and Sports.

IV. Key Performance Indicators

- 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.

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

Functional Competencies

- Good programme formulation, implementation, monitoring and evaluation skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Good knowledge of technical area
- Ability to identify and analyze trends, opportunities and threats to fundraising

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none">• Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required.
Experience:	<ul style="list-style-type: none">• At least 2 years of progressively responsible work experience in development, programme/project implementation/management, coordination, monitoring and evaluation, donor reporting and capacity building;• Experience in all the following areas: Gender Equality in Education, Prevention of Gender-Based Violence, Gender and Sports;

	<ul style="list-style-type: none">• Experience coordinating and liaising with government agencies and/or donors is an asset.• Previous experience in coordinating and/or managing gender-related programmes or projects within the UN System is an asset;• International experience is an asset.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English, Spanish and Portuguese is required.

Applications should be done using the P11 form and be sent to unwomenbra.hr@unwomen.org until 27 March 2019.