

I. Position Information

Job Title:	Project Manager, “Economic Empowerment of Refugee and Migrant Women in Brazil”	Current Grade: SB5-1
Department:	UN Women Country Office in Brazil	Duty Station: Brasília - DF
Reports to (Title/Level):	Programme Coordinator/Manager, Women's Economic Empowerment (NOB)	

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.

UN Women Country Programme is implemented framework of national development priorities and supports the implementation of the international commitments on women’s human rights, which Brazil is signatory to. The Country Office prioritizes the mitigation of the consequences of COVID-19 pandemic on Brazilian women making it a cross-cutting perspective to all outcome areas and considering race, ethnic and regional perspectives. The three key areas of work of UN Women in Brazil support the achievement of the following three results:

- 1) Women lead, participate in, and benefit equally from governance systems.
- 2) Women have income security, decent work, and economic autonomy.
- 3) All women and girls live a life free from all forms of violence.

Joint Programme “Economic Empowerment of Refugee and Migrant Women in Brazil” aims to support the efforts of the Government of Brazil in social and economic integration of Venezuelan migrants and refugees by empowering women and girls. The programme builds on the results of the 2018-2020 Joint Programme of United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the United Nations High Commissioner for Refugees (UNHCR) “Leadership, Empowerment, Access and Protection for migrant, asylum seeker and refugee women and girls in Brazil, generously funded by the Government of Luxembourg. The Programme will offer human rights-based and gender-responsive and transformative solutions and capacity building initiatives to authorities in the federal, state, and municipal levels and private sector companies (duty bearers). The Programme also aims at providing opportunities for refugee and migrant women (rights holders) to access employment, decent work, and gender-responsive social protection, enhancing their capacities to participate in decision-making, to claim their rights, opportunities, and social protection responses.

Reporting to Programme Coordinator/Manager, Women's Economic Empowerment, the Project Manager provides effective management of joint programme and contribution to the UN Women Country Office Portfolio by contributing to the programme design, formulation, implementation, and evaluation. The Project Manager supports the delivery of UN Women programmes by analyzing results achieved during implementation and supporting appropriate application of systems and procedures. The Project Manager works in close collaboration

with the Country 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

- 1. Contribute technically to the development of programme strategies in the area of Women’s Economic Empowerment (WEE)**
 - Provide technical inputs to the design and formulation of programme and initiatives related to WEE.
 - Provide technical leadership and advice in drafting projects and initiatives.

- 2. Provide technical support to the implementation and management of the Joint Programme “Economic Empowerment of Refugee and Migrant Women in Brazil”.**
 - Draft the annual project workplan and budget.
 - Coordinate and monitor the implementation of project activities.
 - Coordinate the call/request for proposals, including the organization of technical review committees, and capacity assessment of project partners.
 - Review and coordinate the submission of implementing partner financial and narrative reports.
 - Train partners on Results Based Management.

- 3. Provide technical assistance and capacity development support to project partners.**
 - Provide technical support to and technically oversee the implementation of project activities with partners.
 - Identify opportunities for capacity building of partners and coordinate and facilitate technical/ programming support and trainings to partners as needed.

- 4. Provide technical inputs to the monitoring and reporting of the project and the WEE programme area.**
 - Monitor progress on project activity, results and indicators.
 - Monitor the implementation of proposals by responsible partners.
 - Provide inputs to Country Officer quarterly reports, donor reports and other reports on outputs, results outputs and outcomes as required.

- 5. Provide technical inputs to the management of people and finances of WEE programme**
 - Monitor budget implementation and project activity expenditures and perform budget revisions when required.
 - Provide inputs to financial reports.
 - Oversee, guide and coach the work of project staff as needed.

- 6. Contribute to building partnerships and resource mobilization strategies.**

- Provide inputs to resource mobilization strategies; analyze and maintain information and databases.
- Provide inputs to relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles.
- Proactively search for resource mobilization opportunities, draft proposals, and project documents.

7. Provide technical inputs to inter-agency coordination on gender equality, race and ethnicity to achieve coherence and alignment of UN Women programmes with other partners in Brazil

- Provide technical support to the Representative and National Programme Officers on inter-agency coordination related activities by providing inputs to background reports and briefs.
- Develop and monitor implementation of the project communication strategy in collaboration with the joint programme’s partners.
- Contribute to the implementation of the UN joint initiatives.

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

- Provide technical inputs to background documents, briefs and presentations related to Women’s Economic Empowerment and the project
- Coordinate and support the organization of advocacy activities and campaigns events, trainings, workshops, and knowledge products.
- Provide inputs to the development of knowledge management products on WEE.
- Provide monthly inputs to the UN Women Country Office social media and communication plans to effectively communicate the project’s results and raise awareness of the issues it covers.

IV. Key Performance Indicators

- Timely and quality inputs to programme design
- Timely and quality inputs to workplans and budgets
- Adherence to UN Women standards and rules
- Timely monitoring and tracking of programme 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

Functional Competencies

- Programme formulation, implementation, monitoring and evaluation skills
- Knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings
- Good analytical skills
- Good knowledge of women’s economic empowerment

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> ▪ Post-Graduation courses (Stricto Sensu: Master’s or Doctor’s degree) or equivalent in social sciences, human rights, gender/ women’s studies, international development, or a related field, or additional 06 years of relevant technical experience to the post, beyond the requirement, is required. ▪ A project/programme management certification (such as PMP®, PRINCE2®, or MSP®) would be an added advantage.
Experience:	<ul style="list-style-type: none"> ▪ At least 6 years of relevant work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building. ▪ Experience in the gender equality, women’ economic empowerment, human rights is an asset; ▪ Experience coordinating and liaising with government agencies and/or donors is an asset ▪ Experience in intersectional approach to human rights is an asset.
Language Requirements:	<ul style="list-style-type: none"> ▪ Fluency in English and Portuguese is required; ▪ Knowledge of the other UN official working language is an asset.