

I. Position Information

Job Title:	Project Manager, “Connecting Women, Defending Rights” project	Current Grade: SB5
Department:	UN Women Country Office in Brazil	
Duty Station:	Brasilia, Brazil	
Reports to (Title/Level):	Programme Coordinator/Analyst, Elimination of Violence against Women (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.

With a view of ensuring that women and girls live a life free from violence, UN Women Brazil contributes to development and implementation of prevention and response strategies, innovative models and tools. Through a support to women human rights defenders and their organisations, UN Women seeks to improve safety and security of the most vulnerable, marginalized and discriminated groups of women, who have less access to justice and to public services: black, indigenous, rural and urban peripheral women. UN Women implements a project “Connecting Women, Defending Rights” with a financial support of the European Union, which focuses on women human rights defenders in Brazil and supports them in their efforts to advance and sustain prevention and response to human rights violations and violence against women and girls.

Reporting to Programme Coordinator/Analyst, Elimination of Violence against Women, the Project Manager provides effective management of project and contributes to the UN Women Country Office Portfolio by programme design, formulation, implementation and evaluation. The Project Manager supports a delivery of UN Women project 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 Elimination of Violence against Women (EVAW)**
 - Provide technical inputs to the design and formulation of programme and initiatives related to EVAW.
 - Provide technical leadership and advice in drafting projects and initiatives, concepts and strategies.
- 2. Provide technical support to the implementation and management of the “Connecting Women, Defending Rights” project**
 - Draft the annual project workplan and budget.
 - Manage, 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 EVAW 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, draft 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 EVAW programme**
 - Monitor and manage budget implementation and project activity expenditures and perform budget revisions when required.
 - Provide inputs to financial reports.
 - Supervise, 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 EVAW 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 EVAW.
- 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 project results and finances
- Quality contributions to the UN inter-agency work on elimination of violence against women
- Number of knowledge products developed

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 elimination of violence against women and human rights

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, elimination of violence against women, 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 Spanish and/or other UN official working language is an asset.