

I. Position Information

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| <p>Job Title: Private Sector Analyst, Unstereotype Alliance</p> <p>Department: Brazil CO</p> <p>Reports to (Title/Level): Programme Manager (FTA NOC)</p> | <p>Current Grade: SB4</p> <p>Duty Station: São Paulo - Brazil</p> |
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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.

To best contribute to the transformative change in the lives of all women and girls by 2030, a strong and innovative work on partnerships & advocacy is required. In this regard, UN Women created the Multi-Stakeholder Partnerships and Engagement Section (MPES) bringing together UN Women's multi-stakeholder initiatives through various partnership engagement. Aligned to HQ MPES, UN Women in Brazil convenes HeForShe, the Unstereotype Alliance and the Women's Empowerment Principles and seeks to ensure that these are complementary and synergistic. MPES is the driver of UN Women's corporate engagement with the private sector both in terms of substantive partnership and resource mobilization to support UN Women's mandate and the objectives of the Strategic Plan, reflecting UN Women's belief in the essential role of the private sector in the broadest sense to achieve SDG 5, and UN Women's role in enabling that. UN Women Brazil has become the private sector corporate reference across the Latin America and Caribbean region leveraging strategic alliances and promoting an innovative approach to gender mainstreaming within the private sector. Brazil is today the number one country in the ranking of WEPs with more than five hundred fifty companies (550). Brazil was also the first county in the world to launch the national chapter of the Unstereotype Alliance, which is a thought and action platform that seeks to eradicate harmful gender-based stereotypes in all media

and advertising content. Convened by UN Women, the United Nations entity for Gender Equality, the Unstereotype Alliance brings together partners and seeks to collectively use the advertising industry as a force for good to drive positive change all over the world.

The Alliance contributes to empowering women in all their diversity (race, class, age, ability, ethnicity, religion, sexuality, language, education, etc.) and addressing harmful masculinities to help create a gender equal world.

Under the overall guidance of the UN Women Brazil Representative and direct supervision of the Programme Manager, the Private Sector Analyst for Unstereotype Alliance provides support to the effective management of Brazilian Chapter of Unstereotype Alliance by contributing to the programme design, formulation, implementation and evaluation, and private sector partnership building and management. The Programme Analyst supports the delivery of UN Women Brazil Unstereotype Alliance by analyzing results achieved during implementation and supporting appropriate application of systems and procedures. The Programme Analyst works in close collaboration with the programme and operations team, UN Women HQ staff, Private Sector companies, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation under portfolio.

III. Functions

- **Contribute technically to the development of programme and partnerships strategies of the Brazilian Chapter of the Unstereotype Alliance**
- Provide technical inputs to the design and formulation of programme/ project proposals and initiatives related to the Brazilian Chapter of the Unstereotype Alliance
- **Provide technical support to the implementation and management of the Brazilian Chapter of Unstereotype Alliance**
- Provide inputs to the annual workplan and budget as required.
- Coordinate and monitor the implementation of programme activities.
- Coordinate the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners.
- Review and coordinate the submission of implementing partner financial and narrative reports.
- **Provide technical assistance and capacity development support to project/programme partners**
- Provide technical support to and technically oversee the implementation of Unstereotype Alliance activities with partners.
- Identify opportunities for capacity building of partners and coordinate and facilitate technical/ programming support and trainings to partners as needed.
- Train partners on Results Based Management.
- **Provide technical inputs to the monitoring and reporting of the Brazilian Chapter of the Unstereotype Alliance**
- Monitor progress on programme activity, results, and indicators.
- Monitor the implementation of proposals by responsible partners.
- Provide inputs to quarterly reports, donor reports and other reports on outputs, results outputs, and outcomes.

- **Provide technical inputs to the management of people and finances of Brazilian Chapter of Unstereotype Alliance in Brazil**
- Monitor budget implementation and programme activity expenditures and perform budget revisions when required.
- Provide inputs to financial reports.
- Oversee the work of Programme Associates and Assistants as needed.
- **Contribute to building partnerships and resource mobilization strategies to strengthen Brazilian Chapter of Unstereotype Alliance**
- 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.
- **Provide technical inputs to inter-agency coordination on private sector engagement and partnerships to achieve coherence and alignment of UN Women programmes with other partners in Brazil**
- Provide technical support to the Representative and Programme Manager on inter-agency coordination related activities by providing inputs to background reports and briefs.
- **Provide inputs to advocacy, knowledge building and communication efforts**
- Provide technical inputs to background documents, briefs and presentations related to Unstereotype Alliance.
- 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 gender and race equality in support of the objectives of Unstereotype Alliance.

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

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 private sector partnership building and engagement

VI. Recruitment Qualifications

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| <p>Education and certification:</p> | <ul style="list-style-type: none"> • Post-graduation course (Latu Sensu or Stricto Sensu) in social sciences, human rights, gender/ women’s studies, international development, or a related field or additional 04 years of experience relevant to the post beyond the requirement. • A project/programme management certification (such as PMP®, PRINCE2®, or MSP®) would be an added advantage. |
| <p>Experience:</p> | <ul style="list-style-type: none"> • At least 5 years of relevant work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building. • Experience in gender equality and women's empowerment. • Experience working with private sector companies, foundations, national and international financial institutions, and donors is an asset. |
| <p>Language Requirements:</p> | <ul style="list-style-type: none"> • Fluency in English and Portuguese is required. • Knowledge of the other UN official working language is an asset. • Knowledge of Spanish is an asset. |