

## I. Position Information

<b>Job Title:</b>	<b>Programme Management Specialist (Deputy Representative)</b>	<b>Current Grade: NOD</b>
<b>Department:</b>	<b>Brazil Country Office</b>	
<b>Reports to:</b>	<b>Country Representative (P5)</b>	
<b>Duty station:</b>	<b>Brasilia, Brazil</b>	

## 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.

The UN Women Country Programme in Brazil is implemented in line with the national development priorities, as well as in the framework of the international commitments to gender equality, empowerment of women and women's human rights, of which Brazil is signatory - CEDAW, CERD, Beijing Platform for Action, Durban Action Plan and Agenda 2030, as well as the UN Security Council Resolutions on Women, Peace and Security. It is aligned with the United Nations Sustainable Development Partnerships Framework.

The UN Women Country Office in Brazil focuses on three key areas:

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

UN Women also coordinates and promotes the UN system's work in advancing gender equality. As part of the United Nations Country Team, leads the Inter-Agency Thematic Group on Gender, Race and Ethnicity, and actively contributes to the other UN inter-agency mechanisms.

Under the supervision of the Country Representative, the Programme Management Specialist/Deputy Representative is responsible for overseeing the management, development, implementation, monitoring and reporting of programmes for the Brazil Country Office, as well for managing the human and financial resources of the team. This includes providing technical support to the implementation of the Brazil Country Office programmes, overseeing the monitoring of progress against mutually agreed results frameworks and performance indicators, monitoring Brazil Country Office programme financial situation to ensure adherence to delivery rates and utilization of resources to meet agreed upon targets and results, reviewing and developing partnerships and resource mobilization strategies; and leading knowledge management efforts.

## III. Functions

### I. **Oversee the programmatic development for Brazil Country Office, based on the Strategic Note**

1. Advise and guide the development of Country Office programmes, including design and formulation programme/project initiatives;
2. Review and provide feedback to ongoing projects/ programmes on related strategies and documents, workplans, case studies, and related knowledge products and publications;
3. Provide strategic and specialized technical advice on the development of systems, processes and mechanisms to support programme planning, implementation, monitoring and progress reporting;
4. Review and evaluate proposals and oversee the preparation of donor proposals and reports;

5. Finalize policy documents, briefs and other strategic papers/ materials for the use in the development and presentation of policy and programmatic positions.

## **II. Provide technical support to the implementation of the Brazil Country Office programme**

1. Assess Brazil Country Office annual work plans and provide recommendations to assure compliance with programme goals and results based indicators;
2. Analyze and ensure alignment of project budgets with logical framework matrices and work plans;
3. Oversee programme quality control and identification of potential challenges;
4. Ensure all Brazil Country Office programmes have aligned programme plans with operations plan
5. Collaborate with the Country Office Monitoring and Evaluation Specialist in monitoring of progress against mutually agreed results frameworks and performance indicators.

## **III. Contribute to inter-agency and country coordination**

1. Contribute in country level Comprehensive Country Assessment (CCA)/United Nations Sustainable Cooperation Development Framework (UNSCDF) processes and similar exercises related to the Resident Coordinator system;
2. Provide technical guidance to the UNCT's inter-agency mechanism on Gender, Race and Ethnicity in supporting enhanced response to national partners in advancing gender equality and women's empowerment;
3. Collaborate with the Regional Office, provide technical support to UN Agencies, Non-Governmental Organizations (NGOs) and national authorities to promote gender equality and women empowerment activities in Brazil;
4. Identify and inform the Country Representative of joint programming opportunities and participate in the development of UN joint programmes;
5. Provide technical inputs to the Country Representative to ensure that UN Women is strategically placed with the UN planning processes, joint programmes and other inter-agency initiatives.

## **IV. Review budget management for Brazil Country Office programmes and manage people**

1. Lead a team, perform staff performance reviews, ensure capacity development of staff members by suggesting development opportunities;
2. Monitor Brazil Country Office programme financial situation to ensure adherence to delivery rates and utilization of resources to meet agreed upon targets and results;
3. Ensure effective information flow, communication and coordination between offices, programmes and projects.

## **V. Build partnerships and support in developing and implementation of the resource mobilization strategies**

1. Identify opportunities, establish and maintain partnerships with other UN agencies, governments, donors, civil society organizations and stakeholders;
2. Support the Representative in a development of partnerships and resource mobilization strategies;
3. Finalize relevant documentation on donors and develop potential opportunities for resource mobilization;
4. Analyze and research information on donors, prepare substantive briefs on possible areas of cooperation, identification of opportunities for cost sharing;
5. Assist Representative in defining a programmatic areas of cooperation, based on strategic goals of UN Women, country needs and donors' priorities and develop the relevant partnerships.
6. Coordinate existing civil society platforms and networks in organizing joint efforts;

7. Provide technical guidance to the implementation of advocacy and awareness campaigns and fund raising events, as required.
8. Conceptualize, design and implement resource mobilization strategies;

#### **VI. Lead knowledge building and sharing efforts**

1. Lead the process of identifying and synthesizing of best practices and lessons learned that are directly linked to the implementation of the Country Office programme and contribute to their global dissemination.
2. Oversee the development of knowledge management strategies and methodologies; provide technical guidance and oversight to the development and implementation of communications/advocacy initiatives;
3. Introduce innovation and best practices to enhance programme performance.

#### **VII. Perform other job-related duties as requested by supervisor from time to time**

### **IV. Key Performance Indicators**

- Country Programmes are implemented in line with Strategic Notes and Annual Work plans;
- Programme teams adhere to UN Women's Rules, Regulations, policies and procedures, using a results based management approach;
- Programmes are implemented in a timely manner, in line with plans and budgets;
- Regular monitoring of programmes, addressing issues in a timely manner
- Timely and quality reporting;
- Regular dissemination and sharing of information; country offices are sharing best practices/ lessons learned on programme management.

### **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**

- Strong knowledge of gender equality, women's empowerment
- Strong analytical skills
- Excellent programme formulation, implementation, monitoring and evaluation skills
- Ability to develop detailed operational plans, budgets, and deliver on them
- Ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making
- Excellent analytical skills
- Excellent knowledge of Results Based Management
- Strong knowledge of UN programme management systems
- Ability to lead formulation of strategies and their implementation
- Strong networking skills

### **VI. Recruitment Qualifications**

<b>Education and certification:</b>	<ul style="list-style-type: none"> <li>▪ Master's degree or equivalent in Social Sciences, Political Science, Development, Public Administration, Gender is required</li> <li>▪ A first-level university degree in combination with two additional years of qualifying experience <b><u>may be accepted</u></b> in lieu of the advanced university degree.</li> <li>▪ A project/programme management certification would be an added advantage</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ At least 7 years of progressively responsible experience in programme management, including programme design, programme coordination, monitoring and evaluation, donor reporting and capacity building;</li> <li>▪ Strong experience in working in a gender related area;</li> <li>▪ Experience in setting priorities, budgets, work plans, participating in programme development and programme writing;</li> <li>▪ Proven experience in leading teams effectively.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Fluency in English and Portuguese is required;</li> <li>▪ Working knowledge of the other UN official working language is an asset;</li> <li>▪ Working knowledge of Spanish is an asset.</li> </ul>