

**I. Position Information**

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| <p><b>Job Title:</b> Project Manager Level 1 Women’s Economic Empowerment</p> <p><b>Department:</b> Brazil CO</p> <p><b>Reports to (Title/Level):</b> Programme Coordinator/Manager, Women's Economic Empowerment (NOB)</p> | <p><b>Current Grade:</b> SB4</p> <p><b>Duty Station:</b> Brasilia - DF</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 in the 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.

Women contribute enormously to the economy, whether in paid work or doing unpaid housework and care work. Yet, they remain disproportionately affected by poverty, discrimination, and exploitation. UN Women works through actions and partnerships with government institutions, civil society, and the private sector to support the development of gender-responsive policies, strategies, and solutions and to ensure women's equal rights to economic resources and opportunities so that they can have income security, decent work, and economic autonomy.

Reporting to Programme Coordinator/Manager, Women's Economic Empowerment, the Project Manager Level 1 provides programme support to the effective management of UN Women programmes and projects under the Women Economic Empowerment area contributing to the programme design, formulation, implementation, and evaluation, with special focus on South-South Cooperation and learning events/exchange of experience initiatives. The Project Manager Level 1 supports the delivery of UN Women programmes by analyzing results achieved during implementation and supporting appropriate application of systems and procedures. The Project Manager Level 1 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**

- 1. Contribute technically to the development of programme strategies in Women's Economic Empowerment, with special focus on South-South Cooperation**
  - Provide technical inputs to the design and formulation of programme/ project proposals and initiatives related to Women's Economic Empowerment, with special focus on South-South Cooperation
- 2. Provide technical support to the implementation and management of the Women's Economic Empowerment portfolio, with special focus on South-South Cooperation**
  - 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;
  - Train partners on Results Based Management.
- 3. Provide technical assistance and capacity development support to project/programme partners**
  - Provide technical support to and technically oversee the implementation of programme 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 programme/ project**
  - 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, and outcomes.
- 5. Provide technical inputs to the management of people and finances of Women's Economic Empowerment, with special focus on South-South Cooperation**
  - 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.
- 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.
- 7. Provide technical inputs to inter-agency coordination on Women's Economic Empowerment, with special focus on South-South Cooperation, 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.
- 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 area, with special focus on South-South Cooperation.
  - 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 Women's Economic Empowerment area, with special focus on South-South Cooperation.

## 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 Women's Economic Empowerment, with special focus on South-South Cooperation
- Good knowledge of intersectional approach to human rights

## VI. Recruitment Qualifications

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| <b>Education and certification:</b> | <ul style="list-style-type: none"><li>• 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 four years of experience relevant to the post beyond the requirement.</li><li>• A project/programme management certification (such as PMP®, PRINCE2®, or MSP®) would be an added advantage.</li></ul> |
| <b>Experience:</b>                  | <ul style="list-style-type: none"><li>• A minimum five years of relevant progressively responsible experience at the national and/or international level (e.g. in project/programme formulation, management, local governance, private sector development, monitoring and evaluation, finance, operations, administration, or audit services.)</li></ul>  |

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|                               | <ul style="list-style-type: none"><li>• Experience working with gender equality and women’s human rights.</li><li>• Experience in Women's Economic Empowerment is an asset.</li><li>• Experience in intersectional approach to human rights is an asset.</li></ul> |
| <b>Language Requirements:</b> | <ul style="list-style-type: none"><li>• Working Knowledge in English and Fluency Portuguese is required.</li><li>• Working Knowledge of the other UN official working language is an asset.</li></ul>  |