

I. Position Information
Job Title: Coordination Analyst
Current Grade: SB4
Department: UN Women Brazil Country Office
Duty Station: Brasília - Brazil
Reports to (Title/Level): Country Representative
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 works in Brazil to make the vision of the [Sustainable Development Goals](#) a reality for women and girls and stands behind women's equal participation in all aspects of life, focusing on three strategic priorities:

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

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, including the UN Human Rights Treaties, such as 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.

UN Women also coordinates and promotes the UN system's work in advancing gender equality, and in all deliberations and agreements linked to the 2030 Agenda. 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.

Reporting to the Country Representative, the Coordination Analyst will provide support to the Country Representative in UN inter-agency coordination, planning, monitoring, and reporting, resource mobilization and partnership building.

III. Functions

1. Provide support to the Country Representative in strategic planning for the Brazil Country Office on UN Coordination

- Provide substantive inputs on the formulation of concept notes for UN Women's intervention areas, as well as the office's strategic note on UN Coordination.
- Provide inputs to the development of country programming processes and products, including the annual workplan, strategic note, and programme/ project documents, the preparation of United Nations Sustainable Development Cooperation Framework (UNSCDF) and other UN system joint programming documents and systems.
- Follow up on required action/outstanding issues and report on outcome/ result. Alert the Country Representative on critical issues to be addressed.

2. Provide technical support to the Country Representative and Brazil Country Office on inter-agency coordination

- Provide technical support to joint inter-agency UN planning processes and similar exercises.
- Provide day-to-day technical coordination and communication with the UN Interagency Thematic Group on Gender, Race and Ethnicity (or similar inter-agency mechanisms)
- Lead the annual planning and budgeting of the UN Interagency Thematic Group on Gender, Race and Ethnicity with the members of the group, provide monitoring and timely flag any pertinent and concerns to the Representative.
- Prepare briefing materials for the Country Office on issues to be discussed in the UN and other events and meetings.
- Prepare background materials and analysis for the Resident Coordinator (RC) and the UN Country Team (UNCT) on the gender dynamics and opportunities to support inclusive engagement of women in the development assistance provided by the UNCT.
- Provide technical support to UNCT in monitoring and reporting and prepare analytical and regular progress reports on UN Women's programme experiences, as necessary.

3. Provide technical support to the development of strategic partnerships and resource mobilization efforts as a part of UN Coordination

- Provide support and advice to the Country Representative in forging and implementing strategic partnerships to increase outreach on UN Women's work in country with a particular focus on UN joint programmes;
- Engage with the members UN Interagency Thematic Group on Gender, Race and Ethnicity in identifying opportunities for joint programmes on gender, race and ethnicity, draft proposals etc.
- Manage activities and other promotional events to engage government, bilateral and multilateral institutions/ donors, private sector and civil society to expand and/or sustain interest and resources for UN Women and joint UN system initiatives and programmes.
- Provide guidance and advice to UN partners and national counterparts on implementation of key UN frameworks and conventions on gender equality.

- Prepare background documents and analysis for the Country Representative to forge and implement strategic partnerships to increase outreach on UN Women’s work in support of the UN Coordination on gender equality, key UN frameworks and conventions on gender equality.
- Provide network and capacity development to partner Civil Society Organizations and other stakeholders, as necessary.

4. Facilitate knowledge building and sharing

- Provide support to the development and dissemination of good practices and lessons learned on UN Coordination; ensure incorporation into programme planning.
- Contribute to the capacity building planning and implementation of the UN Women Country Office and of the N Interagency Thematic Group on Gender, Race and Ethnicity, as necessary.

IV. Key Performance Indicators

- Timely and quality contributions to the CO’s coordination efforts
- Quality inputs and technical support provided to the Representative, CO, and UN agencies
- Quality inputs to planning processes and reports, and quality support to the Country Representative
- Increased awareness of UN Women’s work
- Increased resources mobilized and interest in GEWE among partners and donors

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

- Good knowledge of gender equity and women's empowerment issues
- Good knowledge of UN system and understanding of inter-agency coordination processes
- Good knowledge of results-based programme planning and management
- Ability to promote and monitor inclusion of gender-specific objectives, indicators, targets, and activities in the UN agencies programmes
- Good analytical skills
- Ability to provide advice and support.

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> ▪ Post-Graduation courses (Lato Sensu or Stricto Sensu) in international development, public administration, public policy or other relevant social science field or additional 04 years of relevant 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 07 years of progressively responsible experience working with development, inter-agency coordination and programme implementation. ▪ Experience in the development, planning, implementation, monitoring and reporting of programmes, preferably joint; ▪ Experience working in gender equality and women's rights at the international organizations is an asset. ▪ Experience working in the UN system, Agencies, Funds or Programs is an asset.
Language Requirements:	<ul style="list-style-type: none"> ▪ Fluency in English and Portuguese is required ▪ Knowledge of Spanish or the other UN official working language is an asset;