

I. Position Information

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| Job Title: | Gender Mainstreaming Specialist, “Economic Empowerment of Refugee and Migrant Women in Brazil” | Current Grade: SB4-4 |
| Department: | UN Women Country Office in Brazil | |
| Reports to (Title/Level): | Project Manager (SB5-1) | |
| Duty station: | Boa Vista, Roraima state, Brazil | |

II. Organizational Context

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 and empowerment of women, as well as the UN frameworks and instruments on Human Right, of which Brazil is signatory, such as the CEDAW, CERD, Beijing Platform for Action, Durban Action Plan, 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.

Joint Programme “Economic Empowerment of Refugee and Migrant Women in Brazil” aims to support the efforts of the Government of Brazil in social and economic integration of Venezuelan migrants and refugees by empowering women and girls. The programme builds on the results of the 2018-2020 Joint Programme of United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the United Nations High Commissioner for Refugees (UNHCR) “Leadership, Empowerment, Access and Protection for migrant, asylum seeker and refugee women and girls in Brazil, generously funded by the Government of Luxembourg. The Programme will offer human rights-based and gender-responsive and transformative solutions and capacity building initiatives to authorities in the federal, state, and municipal levels and private sector companies (duty bearers). The Programme also aims at providing opportunities for refugee and migrant women (rights holders) to access employment, decent work, and gender-responsive social protection, enhancing their capacities to participate in decision-making, to claim their rights, opportunities, and social protection responses.

Reporting to Project Manager, the Gender Mainstreaming Specialist provides effective policy and technical support to joint programme and makes contribution to the UN Women Country Office Portfolio by contributing to the programme design, formulation, implementation, and evaluation. The Gender Mainstreaming Specialist will provide capacity building to Country Office and project staff, establish, and strengthen partnerships, and develop relevant knowledge products on gender mainstreaming in socio-economic integration of Venezuelan migrants and refugees with a particular focus on addressing the compound discrimination faced by migrant and refugee women.

III. Functions

1. **Provide technical contribution to the development of programmes on Women's Economic Empowerment (WEE) to Country Office team**
 - Draft the development of country programme documents on WEE, social and economic integration of Venezuelan refugee and migrant women
 - Provide technical support to gender mainstreaming in the UN joint action on response to migration crisis to the UN Agencies, government and civil society partners
 - Provide technical inputs to programme proposals from country office
 - Provide advice on contextualizing/ localizing programme documents, country strategies, and knowledge products;
 - Coordinate monitoring and reporting for joint programme focusing on gender mainstreaming in socio-economic integration of refugees and migrants in collaboration with UN partner agencies.
2. **Provide capacity building support to Country Office team and partners**
 - Provide substantive technical and policy support to country office programme team in developing and strengthening joint programme to support the implementation of global norms and standards on gender equality and women's human rights
 - Develop, implement and monitor capacity building initiatives
 - Provide technical support to partners on implementation of the gender mainstreaming activities of the joint programme
 - Provide technical advice to Project manager specialist of the joint programme.
3. **Contribute to strengthening strategic partnerships with stakeholders, UN agencies, federal, sub-national and municipal governments and civil society partners**
 - Build and maintain alliances and strategic partnerships for the advancement of refugee and migrant women's opportunities and rights, focusing on UN, government and civil society
 - Produce periodic updates and briefs on Venezuelan migration situation to be used by stakeholders and CO
 - Maintain close contact with relevant staff in UN Women LAC Regional Office and HQ.
4. **Contribute to the resource mobilization strategy of the Country Office**
 - Participate in the implementation, monitoring and periodic updating of the resource mobilization strategy on Venezuelan refugee and migrant women
 - Provide technical support to mobilizing resources

- Research and analyze information on donors; prepare substantive briefs on possible areas of cooperation.

5. Contribute to the design of gender mainstreaming initiatives and the development of relevant knowledge products

- Provide technical inputs to strategic planning and positioning of women's rights and gender equality in the socio-economic integration of refugee and migrant women
- Work closely with and provide advice UN Agencies, civil society and government bodies and that influence policies related to social and economic integration of refugee and migrant women and where necessary represent UN Women
- Research, develop and present analytical updates, briefing notes, background papers, summaries, correspondence, and knowledge products on gender mainstreaming in socio-economic integration policies related to Venezuelan refugees and migrants
- Identify promising practices, technical expertise, and strategic opportunities.

6. Contribute to knowledge building and sharing for socio-economic integration of refugee and migrant women

- Identify and disseminate lessons learnt and good practices on socio-economic integration of refugee and migrant women
- Ensure technical skills and knowledge are shared within and among Country office's projects and Outcome areas, as well as with the UN agencies.

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

- Excellent knowledge of gender equality human rights and women's economic empowerment
- Strong knowledge of the country
- Excellent networking skills
- Ability to interact with private sector, government and civil society
- Ability to perform qualitative and quantitative analysis
- Ability to advocate and provide technical advice
- Excellent analytical abilities
- Ability to write technical papers, speeches, briefings;
- Strong knowledge of programme development, implementation, results-based management and reporting

| VI. Recruitment Qualifications | |
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| Education and certification: | <ul style="list-style-type: none"> ▪ Post-Graduation courses (Lato Sensu: MBAs or Specializations and/or Stricto Sensu: Master's or Doctor's degree) or equivalent in gender, human rights, international relations or other social science fields, or additional 04 years of relevant technical experience to the post, beyond the requirement, is required |
| Experience: | <ul style="list-style-type: none"> ▪ At least 7 years of relevant work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building. ▪ Experience in the gender equality, women' economic empowerment, human rights; ▪ 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; ▪ Excellent writing skills; ▪ Knowledge of the other UN official working language is an asset. |