

I. Position Information

<p>Job Title: Project Manager, Women’s Economic Empowerment</p> <p>Department: UN Women Country Office in Brazil</p> <p>Duty Station: Belém, Brazil</p> <p>Reports to (Title/Level): Programme Coordinator/Manager, Women’s Economic Empowerment/NO-B</p>	<p>Current Grade: SB5</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.

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. 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.

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.

Women contribute enormously to the economy, whether in paid work or doing unpaid housework and care work. Yet, care work has been historically unpaid, underpaid, undervalued, and unrecognized. Women are disproportionately affected by the burden of care, since they are expected to perform unpaid care work for their family and their homes and they also compose most of the paid care workers, such as domestic workers and nurses. In Brazil, for instance, women compose 84,6% of all nurses and 92% of all domestic workers – most of them being black and older women. On the unpaid care side, the impact on women is seen by their limited time to focus on other activities, such as participation in public and political life and paid work, thus preventing their equal access to the labour market and affecting their economic empowerment, autonomy, and access to social protection throughout their lives (unemployment benefits, disability and old-age pensions, maternity leave, among other benefits). On the paid care side, the workers tend to be underpaid and frequently occupied in the informal sector, which also affects their economic empowerment and access to social protection. The domestic workers, for instance, compose a category of workers with one of the greatest deficits of decent work in the country.

UN Women recognizes the need to design targeted actions in different levels to reward, represent, recognize, reduce, and redistribute care work, paid and unpaid. The Project “Building pathways towards an integrated care system in Belém do Pará: recognizing, redistributing and rewarding care work” is an initiative to support Belém municipality in building a municipal participatory care system that recognizes the value of paid and unpaid care work, responds to the needs of women and those who require care and promotes a co-responsibility culture in society to realize women’s economic rights and opportunities. The project aims to ensure that women paid care workers and women who undertake unpaid care work have access to decent work, as well as to promote a co-responsibility culture in society and foster women’s economic empowerment. The project, generously founded by the Open Society Foundations, will be implemented in the Brazilian state of Belém.

Reporting to Programme Coordinator/Manager, Women's Economic Empowerment, the Project Manager provides effective management of the “Building pathways towards an integrated care system in Belém do Pará: recognizing, redistributing and rewarding care work” project and contributes to the Women Economic Empowerment Portfolio by contributing to the programme design, formulation, implementation, monitoring, and evaluation. The Project Manager supports the delivery of UN Women programmes by analyzing results achieved during implementation and supporting appropriate application of systems and procedures. The Project Manager 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.

III. Functions

- 1. Contribute technically to the development of programme strategies in the area of Women’s Economic Empowerment (WEE)**
 - Provide technical inputs to the design and formulation of programme/ project proposals and initiatives related to Women’s Economic Empowerment (WEE)
 - Provide technical leadership and advice in drafting projects and initiatives, concept notes and strategies.
- 2. Provide technical support to the implementation and management of the project “Building pathways towards an integrated care system in Belém do Pará: recognizing, redistributing, and rewarding care work”, part of the WEE programme area**
 - 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, when needed.
- 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 project and the WEE programme area**
 - Monitor progress on programme activity, results, and indicators.
 - Monitor the implementation of proposals by responsible partners.
 - Provide inputs to Country Office quarterly reports, draft donor reports and other reports on outputs, results, and outcomes as required.
- 5. Provide technical inputs to the management of people and finances of the project and the WEE programme area**

- Monitor and manage 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 gender equality, race, and ethnicity to achieve coherence and alignment of UN Women programmes with other partners in the Brazil**
- Provide technical support to the Representative and Deputy Representative on inter-agency coordination related activities by providing inputs to background reports and briefs.
 - Contribute to the implementation of the UN joint initiatives.
- 8. Provide inputs to advocacy, knowledge building and communication efforts**
- Provide technical inputs to background documents, briefs and presentations related to WEE and the project.
 - 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 WEE.
 - Provide monthly inputs to the UN Women Country Office social media and communication plans to effectively communicate the project's results and raise awareness of the issues it covers.

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 care economy
- Good knowledge of intersectional approach to human rights

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none">• Post-Graduation courses (Stricto Sensu: Master's or Doctor's degree) or equivalent in social sciences, human rights, gender/ women's studies, international development, or a related field, or additional 06 years of relevant technical 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 6 years of relevant work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building.• Experience working with gender equality and women's human rights.• Experience in Women's Economic Empowerment, particularly with care economy, 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.• Working knowledge of any other UN official working language is an asset.