

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: Brasília, Brazil</p> <p>Reports to (Title/Level): Programme Analyst /Impact Leader for Women's Economic Empowerment (NOB)</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.

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.

On 05 December 2018, UN Women and the Brazilian Cooperation Agency (ABC) established the Partnership Programme for the Promotion of South-South Cooperation in the Area of Equality between Men and Women with the objective of consolidating institutional capacities for the promotion of women's rights in Brazil and partner countries, as well as supporting ABC to incorporate the transversal perspective of equality between men and women in its programmes and projects. For the implementation of the Partnership Programme, a Work Plan for the period 2021-2022 was negotiated between the parties in 2020, defining the activities and tasks that will contribute to the implementation of the Programme in Latin America and the Caribbean and Africa.

Reporting to Programme Coordinator/Manager, Women's Economic Empowerment, the Project Manager provides effective management of the “Partnership Programme for the Promotion of South-South Cooperation in the Area of Equality between Men and Women” under the Women Economic Empowerment area by contributing to the programme design, formulation, implementation, 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 Programme Analyst 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 and Gender Mainstreaming**
 - 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 and Gender Mainstreaming
 - 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 Partnership Programme for the Promotion of South-South Cooperation in the Area of Equality between Men and Women**
 - 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 and Gender Mainstreaming**
 - 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 and Gender Mainstreaming, 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 and Gender Mainstreaming.

IV. Key Performance Indicators

- Timely and quality inputs to programme design
- Timely and quality inputs to workplans and budgets
- Timely and accurate progress, annual and donor reporting
- Adherence to UN Women standards and rules
- Timely managing, 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

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"> • A minimum six years of relevant progressively responsible experience in development programme/project formulation, implementation, coordination, monitoring and evaluation, donor reporting and capacity building at the national and/or international level • Experience working with gender equality and women’s human rights. • Experience in Women’s Economic Empowerment, South-South Cooperation and Gender Mainstreaming is an asset. • Experience in intersectional approach to human rights is an asset.
Language Requirements:	<ul style="list-style-type: none"> • Working Knowledge in English and Fluency Portuguese is required. • Working Knowledge of the other UN official working language is an asset.

IX. Observations
<p>Due to the large number of applications received, only the selected applicant(s) will be notified.</p> <p>Questions should be sent to unwomenbra.hr@unwomen.org. Indicate in the subject line: “Question: Project Manager, Women’s Economic Empowerment- UN Women Brazil”.</p> <p>Applicants with employment in public institutions will need to present evidence of leave without pay. Applicants must not be related (mother, father, sister, brother, son, or daughter) to United Nations staff members. Applicants must be Brazilian nationals.</p> <p>Diversity and inclusion:</p> <p>At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.</p>