

I. Position Information

Job Code Title: Programme Coordinator
Pre-classified Grade: SC5-1
Supervisor: Programme Manager and UN Women Brazil CO Resident Representative

II. Organizational Context

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women 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.

Placing women's rights at the center of all its efforts, the UN Women will lead and coordinate United Nations (UN) System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women aims to promote women's empowerment through sports and educational projects to advance gender equality and sustainable development.

UN Women, the International Olympic Committee (IOC), the National Olympic Committee of Brazil (NOC) and other partners are implementing a program to promote sports and life skills training for adolescent girls, building upon an evaluated curriculum and proven programme; along with the programme's inter-related communications component that is focused primarily on utilizing sports role models to promote gender equality, including through educating men and boys – using mass media, social media, and community level interventions.

We envision this to be an evidence-based campaign and programme. The programme is currently developing a pilot stage that will also be scaled-up to other States on a national level.

The programme will use quality sports programs to build the leadership skills of adolescent girls, improving their ability to influence decisions that impact their lives at all levels. Investing in girls' leadership through sport is an effective methodology for ending gender-based violence (GBV) as

well as changing community perceptions, attitudes and behaviours that condone and justify it.

The “Goal” Program (a globally proven methodology) creates safe spaces for girls to break the social barriers that reduce their potential and empowers girls for leadership, decision-making, to have basic economic skills, increased knowledge of their bodies – including sexual and reproductive health and rights – and the confidence and knowledge to access services in the event of violence.

The Programme Coordinator will work initially in a pilot across the Rio de Janeiro city and will also coordinate the implementation of the programme on other Brazilian States to be determined, serving as a model for replication internationally.

In addition, in partnership with the National Olympic Committee of Brazil (NOC), the project aims to support the Committee to have gender equality at the National Youth School Games with messages of non-discrimination, non-violence, girls’ empowerment and positive masculinities.

The Programme Coordinator, under oversight of the UN Women Programme Manager and Resident Representative of Brazil CO will play a lead role in coordinating the partnerships, overseeing communications, monitoring and evaluation, resource mobilization, and overall programme management related to the implementation of the UN Women programme with its partners. All duties will be carried out in consultation with relevant colleagues in UN Women, IOC, NOC and other partners.

III. Functions / Key Results Expected

Summary of Key Functions:

- Implementation of programme strategies
- Management of the CO programme
- Creation of strategic partnerships and implementation of the resource mobilization strategy
- Provision of top quality policy advice services to the Government and facilitation of knowledge building and management

Ensures Partner Coordination focusing on achievement of the following results:

- Assist with the establishment and terms of reference for programme steering committee(s)
- Act as the Secretariat for the Programme Steering Committee
- Conduct partner capacity assessments, as required
- Elaborate partner cooperation agreements, as required
- Liaise with field based partners in the direct implementation of the programme
- Organize logistics, agenda, and other needs related to regular stakeholder meetings to ensure knowledge capture and sharing
- Ensure all stakeholder meetings are well documented and that follow-up actions are clearly communicated among stakeholders

- ❑ Support Brazil NOC efforts to ensure a strong focus on gender equality in their work
- ❑ Identify potential stakeholders from among sports federations, government, community based organizations, expert practitioners and private sector to support outreach on gender equality in sport
- ❑ As required, make field visits to programme implementation sites with local partners

Oversee Communication Activities achieving the following results:

- ❑ Seek out and work with the team and existing pro-bono partners to develop high-impact audio-visual communications materials that will support outreach or programme achievements
- ❑ Guarantee the fruition of relevant information on the programme for internal and external audiences in an accessible electronic format
- ❑ Oversee the draft of press releases and media alerts as directed, or as opportunities arise
- ❑ Guarantee the track, respond and record of all media enquiries
- ❑ Liaise closely with partners to ensure coordinated communications
- ❑ Outreach to select athletes and celebrities
- ❑ Ensure linkages to UN Women major communications initiatives, including the HeForShe and the UNiTE Campaigns
- ❑ Capture stories from programme participants, including through the Digital Storytelling platform

Realize Monitoring and Evaluation of the programme in partnership with local implementing consultants, focusing on achievement of the following results:

- ❑ Work with partners to finalize indicators for the programme results framework
- ❑ Oversee baseline and end line studies
- ❑ Oversee training of NGO partners and other relevant colleagues in “Salesforce” technology for programme monitoring
- ❑ Coordinate inputs from field-based programme monitoring
- ❑ Contract and oversee project evaluation
- ❑ Elaborate all required donor reports, using a results-based approach
- ❑ Ensure relevant publication and dissemination of programme results and evaluation findings with a view toward scale up in Brazil, and replication in other contexts
- ❑ Alert colleagues should monitoring indicate need for course correction or other changes

Substantive Programme Management focusing on achievement of the following results:

- ❑ Make recommendations on both substantive and financial issues, including consolidation of workplans, budget revisions and their presentation for approval
- ❑ Elaborate workplans and terms of reference for needed personnel and services for programme implementation
- ❑ Oversee translation and adaptation of GOAL programme curriculum

Resource Mobilization and donor relations:

- ❑ Identify potential donors – in consultation with relevant colleagues
- ❑ Ensure due diligence clearance of private sector partners
- ❑ Elaborate donor agreements
- ❑ Ensure donor related information is available, including regarding schedules for reporting
- ❑ Elaborate narrative donor reports on the implementation of funds and ensure accurate financial reporting

IV. Impact of Results

The key results have an impact on the success of country programme. In particular, the key results have an impact on the design, programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

V. Competencies and Critical Success Factors

CORE VALUES / GUIDING PRINCIPLES

Integrity: Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.

Professionalism: Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Cultural sensitivity and valuing diversity: Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity. Demonstrated capacity to apply a gender analysis and perspective.

CORE COMPETENCIES

- Ethics and Values: Demonstrate and safeguard ethics and integrity.
- Organizational Awareness: Demonstrate corporate knowledge and sound judgment
- Development and Innovation: Take charge of self-development and take initiative.
- Work in teams: Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication.
- Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.
- Conflict Management: Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.
- Continuous Learning and Knowledge Sharing: Encourage learning and sharing of knowledge.
- Appropriate and Transparent Decision Making: Demonstrate informed and transparent decision making.

FUNCTIONAL COMPETENCIES:

- Commitment and skill in promoting multi-stakeholder ownership of programming;
- Ability to promote team work and shared ownership and commitment to a programme;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize human and skills resources;
- Good knowledge of results based management;
- Very good financial skills to manage complex funding arrangements;

Coordination and Management

- Excellent demonstrated ability to coordinate multi-stakeholder programmes
- Demonstrated ability to focus on impact and result and to act on feedback;
- Constructive attitude and ability to approach work with positive energy;
- Demonstrated strong oral and written communication ability;
- Ability to build strong relationships within the UN and with external stakeholders;
- Ability to stay calm and work under pressure;
- Demonstrated openness to change and ability to manage complexities;
- Development and Operational Effectiveness.

Substantive knowledge:

- Good substantive knowledge in any one of the following areas: sports for development, policy and programming response to gender based violence, communications for social and behavior change; media relations
- Good knowledge of human rights based approaches.

Knowledge Management and Learning

- Ability to promote a knowledge sharing and learning culture in the office and among external colleagues;

- ❑ Good knowledge of current sports for development issues and gender equality and women’s empowerment;
- ❑ Facilitation skills to manage and reflect upon multiple, and sometimes conflicting perspectives

VI. Recruitment Qualifications

Education:	Master’s degree in education, human rights, social sciences, or communications with a gender equality component (or if gender component is lacking, at least, five years of work on gender equality).
Experience:	<p>Minimum 7 years of relevant work experience in the area of development, of which at least five years of professional experience in programme/project management; Substantive experience in sports for development and gender equality; Experience in designing and implementing programmes applying results-based management; Proven expertise in writing cogent and convincing policy and programme documents both for development practitioners and public audiences/ Experience coordinating multi-stakeholder programmes, and proven experience in partnership building and networking; Excellent communication skills and track record in resource mobilization and donor relations, particularly with the private sector; Ability to work in a multi-cultural environment with sound understanding Journalism/communications background or experience in organizing media events; Graphic design skills are an asset.</p>
Language Requirements:	Fluency in written and oral Portuguese and English. Spanish is an asset.

VII. Signatures- Job Description Certification

Incumbent (if applicable)		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date

