

**I. Position Information**

**Job Title:** Project Manager – Prevention of Violence Against Women

**Current Grade:** SB5/1

**Department:** UN Women Country Office Brazil

**Location:** Brasília, Brazil

**Reports to (Title/Level):** Project Analyst, EVAW, (NOB)

**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.

Brazil ratified key human rights treaties such as the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Belem do Para Convention, and the Convention on the Elimination of Racial Discrimination (CERD). Brazil is also signatory of key normative human rights and development instruments such as the Beijing Declaration and Platform for Action, the Durban Declaration and Programme of Action and the Declaration on the Rights of Indigenous Peoples. In September 2015, Brazil joined the international community in the adoption of the 2030 Agenda for Sustainable Development, committing with the implementation of the 17 Sustainable Development Goals (SDGs), including SDG 5 “Achieve gender equality and empower all women and girls”. Despite significant progress in the past decades, Brazil continues to witness extremely high rates of feminicides, intimate and domestic partner violence, and sexual violence. Afro-descendant women are more vulnerable and tend to report or seek help less often. Under notification is a reality and only part of the cases is brought to the public health system.

As part of the United Nations Country Team (UNCT), UN Women continues to push for key opportunities to promote gender equality and women’s empowerment through strengthened coordination. The new United Nations Sustainable Development Partnership Framework (UNDAF) 2017-2021 has 5 axis that corresponds to the 5 Ps of the 2030 Agenda for Sustainable Development (people, planet, prosperity, peace and partnerships), specifying the need to include commitments with gender and racial equality in all of its results. The CO continues to lead the Inter-Agency Thematic Group (TG) on Gender, Race and Ethnicity and to support the implementation of the work plan for the International Decade for People of Afro Descent 2015-2024, as well as to boost the Secretary-General’s UNITE to End Violence Against Women Campaign.

With a view of ensuring that women and girls live a life free from violence, UN Women Brazil contributes to prevention and response strategies to end violence against women and girls. Gender-based violence limits Brazilian women’s human rights in all aspects of their lives and has a large impact on women’s participation in the different spaces in society. Through the support to primary prevention of violence against women, UN Women seeks to transform negative stereotypes and harmful social norms that affect women and girls’ full access to rights and create barriers for them to live a life free from violence.

Reporting to the leader of the Ending Violence Against Women team, the Project Manager supports the effective management of UN Women projects and programmes in the area of Ending Violence Against Women (EVAW), especially prevention programmes, which include the gender and sports programme **One Win Leads to Another**, by contributing in

the programme formulation, implementation, monitoring, evaluation and knowledge generation/sharing. S/he supports the delivery of UN Women projects and programmes by analysing results achieved during implementation and supporting appropriate application of systems and procedures. S/he works in close collaboration with the programme and operations teams, UN Women Americas and Caribbean Regional Office (ACRO) and UN Women HQ staff, government officials, multi and bi-lateral donors and civil society ensuring successful UN Women programme and project implementation.

### III. Functions

#### **1. Contribute technically to the development of projects/programme strategies in the area of Ending Violence Against Women**

- Provide inputs to the formulation of project/programme proposals and initiatives;
- Provide inputs to the formulation of strategic notes (SNs) and annual workplans (AWPs).

#### **2. Provide technical support to the implementation and management of the Ending Violence Against Women projects/programmes**

- Provide inputs to project/programme workplans and budgets as required;
- Coordinate and monitor the implementation of project/programme activities;
- Coordinate the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners;
- Review, coordinate and monitor the submission of implementing partner financial and narrative reports;
- Oversee procurement processes;
- Review, coordinate and monitor the submission of goods and services;
- Prepare proposals for the review of budgets and work plans, and other subsidiary project/programme documents as required;
- Organize and act as the Secretariat of project/programme Steering Committee and Technical Committee meetings, Project Appraisal Committees and other project/programme management mechanisms;
- Ensure the effective application of Results-Based Management (RBM) tools throughout the project management cycle;
- Ensure compliance of project/programme implementation and management with UN Women's Policy, Procedure and Guidance Framework (PPGF);
- Liaise with UN Women Regional Office and/or Headquarters on key project/programme implementation and management issues.

#### **3. Provide technical assistance and capacity development support to project/programme partners**

- Provide managerial/programming support to and oversee the implementation of programme activities by and with partners;
- Identify opportunities managerial/programming capacity gaps of partners, coordinate and facilitate managerial/programming support and trainings to partners as needed;
- Contribute to maintain relationships with UN agencies, government and state institutions, multi and bi-lateral donors and civil society to support implementation and expansion of project/programmes.

#### **4. Provide technical inputs to the monitoring and reporting of the Ending Violence Against Women projects/programmes**

- Prepare proposals of project/programme monitoring and evaluation plans, performance monitoring frameworks, and other subsidiary project/programme documents;
- Monitor progress on project/programme activities, results and indicators;
- Monitor the implementation of projects by responsible/implementing partners;
- Draft minutes of monitoring meetings and reports on monitoring missions;
- Provide inputs to monthly, quarterly and annual reports, donor reports, interagency reports and other reports, as needed.

#### **5. Provide technical inputs to the management of people and finances of the Ending Violence Against Women projects/programmes**

- Monitor budget implementation and project/programme expenditures and prepare and perform budget revisions as required;
  - Provide inputs to financial reports;
  - Oversee recruitment processes of staff and consultants;
  - Review, coordinate and monitor the submission of products;
  - 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;
  - Analyse and maintain information, databases and systems, including LEADs and DAMS;
  - Provide inputs to , briefing notes, talking points, and donor profiles;
  - Provide inputs to resource mobilization materials, such as project summaries, project profiles, concept notes and project proposals.
  - Follow up on resource on mobilization activities for new projects.
- 7. Provide technical inputs to inter-agency coordination on Ending Violence Against Women to achieve coherence and alignment of UN Women programmes with other partners in the country**
- Provide support to the Representative and National Programme Officers on inter-agency coordination related activities by providing inputs to background reports and briefs;
  - Participate in inter-agency meetings, as requested.
- 8. Provide inputs to advocacy, knowledge building and communication efforts on Ending Violence Against Women**
- Support the development and implementation of communication plans, advocacy activities and campaigns events;
  - Support the organization of trainings and workshops;
  - Support the development of knowledge products.

#### IV. Key Performance Indicators

- Timely and quality substantive inputs programme strategies and activities;
- Timely and quality substantive inputs to workplans and budgets;
- Adherence to UN Women standards and rules;
- Constructive relationship with partners and stakeholders;
- Quality design and delivery of technical work in public events and speeches;
- Quality of knowledge and advocacy products.

#### 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.

Please visit this link for more information on UN Women’s Core Values and Competencies:

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

**Functional Competencies:**

- Excellent gender analysis and ending violence against women analysis skills.
- Knowledge of International Human Rights Frameworks.
- In-depth understanding of national and international normative frameworks for ending violence against women.
- Ability to gather and interpret data, reach logical conclusions and present findings.
- Ability to develop and maintain solid, fruitful and high-level partnerships.
- Ability to work in teams and to technical programme staff.

**VI. Recruitment Qualifications**

<p><b>Education and certification:</b></p>	<ul style="list-style-type: none"> <li>• Master’s Degree (or equivalent) in human rights, law, gender studies or relevant scientific discipline is required.</li> </ul>
<p><b>Experience:</b></p>	<ul style="list-style-type: none"> <li>• Minimum 6 years of relevant experience working at the national or international level in the formulation, implementation, monitoring and evaluation of development programmes and projects.</li> <li>• Proven experience in working with tools and instruments for ending violence against women.</li> <li>• Experience working in the United Nations system strongly preferred.</li> <li>• Experience in intersectional approach to human rights is an asset.</li> <li>• Project/programme management certification (such as PMP®, PRINCE2®, or MSP®) is an asset.</li> </ul>
<p><b>Language Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Fluency in Portuguese and English.</li> <li>• Fluency in Spanish is an asset.</li> </ul>