



## POST VACANCY

### I. Position Information

<b>Job Code Title:</b> <b>Type of Contract:</b> <b>Pre-classified Grade:</b> <b>Duty Station:</b> <b>Supervisor:</b>  <b>Reports to:</b> <b>Duration:</b> <b>Expected Date Of Assignment:</b> <b>Application Deadline:</b> <b>Focal point:</b> <b>Position Classified by:</b> <b>Classification Approved by:</b>	Economic Rights Coordinator FTA NOB Brasilia, Brazil UNIFEM Representative, Brazil & Southern Cone SRO  UNIFEM RPD Brazil and Southern Cone One year (renewable) April 2010 22 March 2010 Junia Puglia
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### II. Organizational Context

The incumbent coordinates the Economic Rights program area of the UNIFEM BSC SRO. This area is presently composed of the Regional Program for Incorporating Gender, Racial and Ethnic Dimensions into Poverty Eradication Programs in Four Latin American countries (Bolivia, Brazil, Guatemala and Paraguay). Other programs and/or projects may be added as this particular program progresses, and/or opportunities for increasing the SRO action in this area are identified.

With regards to the above mentioned Regional Program, s/he is responsible for ensuring compliance with the respective project document and subsequent project revisions, transparency in procurement, monitoring, reporting and evaluation. S/he supervises the program staff, implementation, execution and operations in all four program sites and ensures smooth coordination among them. S/he also supervises institutional relations and networking required for the smooth implementation of the program at the government and partner institutions level, including other UN agencies.

### III. Functions / Key Results Expected

- Under the overall supervision of the UNIFEM Representative for Brazil and the Southern Cone countries, and direct supervision of the UNIFEM Program Manager, the Executive Coordinator coordinates a range of programs and activities targeted to promote the economic rights of women in the subregion. S/he is responsible for the management of the Regional Program for Incorporating Gender, Racial and Ethnic Dimensions into Poverty Eradication Programs in Four Latin American countries (Bolivia, Brazil, Guatemala and Paraguay), including its

implementation, execution, monitoring, reporting and evaluation at all levels, in all aspects of strategic planning, program activities, and partnerships. S/he supervises coordinators at the country level in Bolivia and Guatemala, in coordination with the respective UNIFEM Subregional Offices, and Paraguay, as well as the program staff in Brasilia. The functions to be developed are as follows:

- Establishes program implementation strategy, priorities and approaches in each country, in coordination with the respective UNIFEM Subregional Offices and government counterparts.
- Supervises program activities at the regional level and in each country.
- Oversees the preparation of all analytical and financial progress reports to donors and UNIFEM Headquarters.
- Coordinates and supervises studies and research developed under the program.
- Undertakes field visits for monitoring activities and results.
- Identifies gaps in program outputs and make the necessary adjustments.
- Identifies and collaborates with stakeholders to further include grassroots' organizations into the Program.
- Technically supports the office management in all activities related to the specific issues approached by the Program.
- Provides all the information inputs required by the office management and/or the program donor agency and UNCT regarding the areas of expertise of the program.

## 2. Expected results

- The Program implemented in the four countries, according to the guidelines, targets and deadlines, including implementation and delivery rates.
- The Representative and Program Manager duly advised on the development of the program and on necessary course correction in response to changes in the context at the regional level and in each one of the four countries.
- Program staff in Brasilia and in the other three sites duly oriented and supervised in execution, monitoring and evaluation to ensure compliance with rules, procedures, requirements and deadlines.
- Program results are achieved in accordance with its strategic plan, workplan and deadlines.

## V. Competencies

- Knowledge of the organization's rules and regulation as they relate to the incumbent's area of responsibility.
- Good interpersonal skills, including team leadership skills, ability to work in a multi-cultural and multi-ethnic environment, and sensitivity and respect for diversity.
- Ability to speak and write clearly and effectively.
- Efficient use of time; ability to prioritize assignments and allocate appropriate time for completing work; ability to handle a large amount of work in an efficient and timely manner; ability to work under pressure.
- Excellent computer skills.
- Excellent reputation in dealing honestly and openly with staff; respected by peers, counterparts and staff.
- Ability to manage staff and team work.
- High-level knowledge and practice of strategic planning tools – including logical framework methodologies – and results-based management principles.

## VI. Recruitment Qualifications

<b>Education</b>	Master's Degree or equivalent in Gender Studies, International Development, Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field.
<b>Experience</b>	5 years of relevant experience in working in the area of gender and development at the national/international level; knowledge and experience of the UN and agencies is an asset. Experience in working with governments, NGOs and women's movements and networks; a focus in gender and development issues is an asset.
<b>Language Requirements</b>	Portuguese as a mother tongue; proficiency in written and spoken English; working knowledge of Spanish is an asset.

The application can be sent by email to [unifembra.hr@unifem.org](mailto:unifembra.hr@unifem.org) **up to 22 March 2010**, or deposit under sealed envelope with mentions of "Economic Rights Coord" at the following address:

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Brasilia, DF, Brasil  
CEP 70670-350