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JOB DESCRIPTION

Project Coordinator on Gender Equality

Job title:	Project Coordinator on Gender Equality
Level:	SB 4.2
Position Number:	tbc
Location:	Chisinau, Republic of Moldova
Full/Part time:	Full-time
Fixed term/Temporary:	Service Contract
Rotational/Non Rotational:	Non Rotational
Duration:	1 year (with possibility of extension until 28 February 2023)

The Position:

Project Coordinator on Gender Equality is coordinating activities related to the "EU4Gender Equality: Together against gender stereotypes and gender-based violence" programme, funded by European Union, implemented jointly by UN Women and UNFPA. The programme is implemented in six countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine. The project coordinator on Gender Equality will be responsible for coordinating the UNFPA project interventions in the Republic of Moldova in close collaboration with UN Women Country Office.

The regional project aims to strengthen equal rights and opportunities for women and men through shifting social perceptions, gender stereotypes, and men's participation in caretaking. The specific objectives are threefold: 1. Shifting societal perceptions around gender stereotypes and patriarchal norms which limit women's rights; 2. Men's involvement in the care taking of their children and participation in fathers programmes have increased; 3. Social workers (mediators) and CSOs have increased knowledge and tools on how to conduct evidence-based violence prevention programmes targeting perpetrators of domestic violence.

Project Coordinator will work with government bodies, civil society organizations, direct beneficiaries to promote social change and address the underlying structural gender barriers and norms, with particular emphasis on changing gender-stereotyped behaviour, strengthening men's involvement in parenting and reducing the number of victims of violence through targeted violence prevention interventions with perpetrators and also targeting policies related to family, such as parental leave regulation.

In implementing this project, Project Coordinator on Gender Equality will work under direct supervision of the UNFPA Representative and in close coordination with UN Women CO in Moldova while ensuring full engagement of Programme Manager at EECA region level, Delegation of the European Union in Moldova, Ministry of Health, Labour and Social Protection and the Ministry of Education Culture and Research of RM.



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How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

In the Republic of Moldova, UNFPA is implementing the [Country Programme 2018 - 2022](#) which is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022 and the UNFPA Global Strategic Plan 2018 – 2021](#).

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

Project Coordinator on Gender Equality contributes to the effective and efficient implementation of UNFPA interventions of the "EU4Gender Equality: Together against gender stereotypes and gender-based violence" programme, in close collaboration with UN Women Country Office.

This project will particularly work at the local and community level, with focus on two regions (Falesti and Straseni), with government bodies, civil society organizations, different non-traditional partners and other United Nations agencies and multilateral organizations. It is led jointly by UNFPA and UN Women at the regional and national levels, which are globally recognized as leading agencies in the area of gender equality and the prevention of harmful practices against women and girls.

The programme is aimed at achieving the following outputs: 1) Increased awareness of country-specific norms and stereotypes: the public is more aware of rights to reduce the impact of stereotypes and change the roles of men; 2) Actions taken and behaviors changed in key areas by targeted audiences and decision-makers to improve equality of opportunities and realization of women's rights, including their employment opportunities and women; 3) Targeted citizens, governments, medical providers and professionals are aware of the benefits of involving men in prenatal check-ups and in fathers' groups, and put the new skills to use; 4) Men are engaged in prenatal services and Papa groups in order to involve them in their caretaking responsibilities, and advocate for gender transformative approaches related to parental leave; 5) Evidence-based violence prevention programmes for perpetrators used in EU Member States and other prevention programmes for perpetrators are being piloted.

Project Coordinator on Gender Equality will be leading day-to-day management, including financial and administrative coordination of the project. The primary responsibility of the



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project coordinator is to ensure that the project produces the results specified in the project documents, to the required standard of quality and within the specified constraints of time and cost.

In implementing this project, Project Coordinator on Gender Equality will work under direct supervision of the UNFPA Representative and in close coordination with UN Women Country Office in Moldova while ensuring full engagement of Programme Manager at EECA region level, Delegation of the European Union in Moldova, Ministry of Health, Labour and Social Protection and the Ministry of Education Culture and Research of RM. The project coordinator should ensure alignment of the project activities with UNFPA strategic work at national level and EU requirements as per signed agreement.

The project coordinator would be responsible for:

A. Ensure efficient project result based management:

- Under overall oversight of the UNFPA Representative and close coordination with UN Women lead the project implementation for timely and efficient delivery of project outputs as per Project Document and Annual Work Plans;
- Within the strategic framework concerted with the national counterparts, prepare work-plans reflecting the scope of activities, timing, sequencing, cost and other inputs for the implementation of the project activities;
- Coordinate national level activities with regional level interventions as stipulated in the project document and agreed work-plans.
- Be responsible for the implementation of the project work plan according to indicators for achieving planned results, as well as for the overall management of the project;
- Supervise the work of the Project Administrative /Finance Associate and Project Communications Officer to ensure the effective and efficient management and project implementation;
- Apply human rights and gender equality principles in programme planning, implementation, evaluation;
- Identify key performance indicators as well as develop and maintain a monitoring system to ensure effective information sharing, provision of feedback and elaboration of top quality progress reports;
- Ensure the effective management of human resources pertaining to the project, including staff, consultants and short-term experts; conduct periodic performance appraisals; build, lead and motivate a solid team of professionals; validate terms of reference for international and national consultants;
- Manage efficiently the financial resources of the project, including budgeting and budget revisions, as well as expenditure tracking and reporting;
- Coordinate the work of implementing partners related to the project;
- Perform necessary operations in Global Programming System module in ATLAS.



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B. Ensure efficient communication and collaboration with donors and national counterparts:

- Liaise with the EU technical level focal points in Moldova, UN Women in Moldova to ensure coordination and efficient implementation of the project activities;
- Support UN Women in Moldova in coordination of the work of the Technical Working Group operation, ensure coordination with national counterparts, and the UNFPA team to ensure that project results are achieved and project resources are managed efficiently and effectively;
- Present work-plans, periodic narrative progress reports and expenditures status reports to the regional project team, anticipating and flag any deviations from the work plans immediately, and presenting for consideration solutions for resolving complex project-related issues;
- Lead and coordinate the organization of meetings, workshops, conferences, trainings, study tours and related activities relevant to the implementation of the project.

C. Ensure high quality information and visibility of the project:

- Ensure high quality information and visibility of the project activities to the mass media and stakeholders;
- Coordinate advocacy actions within the project by compiling and synthesizing relevant background materials, drafting project summaries, articles, publications, speeches and presentations for delivery via journals, meetings, public events and in other fora;
- Contribute to creation and sharing of knowledge, by synthesizing and documenting findings, success stories, best practices and lessons learned within the implemented project, to share with colleagues and partners, at the local and national levels.

Carry out any other duties as may be required by UNFPA country office leadership, which contributes to addressing gender equality related issues in the country.

Qualifications and Experience:

Education:

- Master's Degree or equivalent of five years' University Degree in education, public health, public management, population studies, law, and/or other related social science field.

Knowledge and Experience:

- At least 5 (five) years of progressive working experience in the design, management and implementation of projects and programmes and/or working in project related area;
- Previous experience in social or public policy, with focus on gender equality and prevention of gender based violence, would be a distinct advantage;
- Previous experience in development assistance or related work for an NGO, governmental institution or donor organization;



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- Previous experience in working in EU projects would be a distinct advantage;
- Experience in managing a multidisciplinary team, strong interpersonal and organizational skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Languages:

- Fluency in both oral and written English and Romanian.
- Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Advocacy/ Advancing a policy-oriented agenda, • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships, • Delivering results-oriented programmes, • Internal and external communication and advocacy for results mobilization
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact 	

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

This is a local position, therefore only citizens of the Republic of Moldova or others legally authorized to work in the country are eligible to apply.

Disclaimer:



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Signed by UNFPA

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Nigina Abaszada

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**Nigina Abaszada,
UNFPA Representative**

12-Jul-2020