

I. Position Information

Job Title: National Private Sector Specialist - Brazil

Current Grade: SB5

Department: Brazil CO

Reports to (Title/Level): Regional Programme Coordinator (TA P4) as primary supervisor and Regional Programme Manager (Technical leader) as secondary

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.

In 2015, on 25 September, the United Nations General Assembly adopted unanimously the Resolution 70/1 *Transforming our World: the 2030 Agenda for Sustainable Development*. Gender equality and women’s empowerment is at the heart of the agenda, as numerous goals and targets address structural barriers to achieve equal rights and opportunities between women and men, girls, and boys.

One of the key areas of concern is the economic empowerment of women. It is expressed in targets and indicators of SDG 5 (Achieve gender equality and empower all women and girls) and SDG 8 (Promote inclusive and sustainable development, decent work, and employment for all). Progress toward it depends not only on the adoption of a set of public policies by governments, but also on the existence of an enabling environment and active engagement of the corporate sector. This is also relevant to the achievement of SDG 17 (Revitalize the global partnership for sustainable development).

About 90 per cent of jobs in the world are in the private sector. This represents a huge potential to implement transformative actions in the world of work and social responsibility in favour of women, benefiting the whole society. There is an increasing consciousness, interest, and commitment of private and public sector companies on the value and benefits of gender equality and the economic empowerment of women and its role to achieve it.

UN Women - in partnership with ILO and European Commission - is implementing the regional programme “Win-Win: Gender Equality Means Good Business” to contribute to the economic empowerment of women, recognizing them as beneficiaries and partners of growth and development, by increasing commitment of private companies to gender equality and women’s empowerment and strengthening companies’ capacities to implement these commitments. The action will ultimately contribute to the achievement of gender equality

through enabling women's labour force participation, entrepreneurship, economic empowerment and thus their full and equal participation in society.

The guiding platform is the Women's Empowerment Principles. The WEPs are a set of Principles for business offering guidance on how to empower women in the workplace, marketplace, and community. Coordinated by UN Women and the UN Global Compact, the Principles emphasize the business case for corporate action to promote gender equality and women's empowerment and are informed by real-life business practices and inputs gathered from across the globe.

Targeting women led enterprises and networks, multi-national companies, and relevant stakeholders in Europe and selected Latin American and Caribbean countries, the project will promote business links, joint ventures and innovation between women from both regions, while supporting inter-regional dialogue and exchange of good practices to increase the capacity of the private sector more broadly in the implementation of gender equal business.

It thus aims to support businesses, employers, workers, and trade unions to address gender inequality faced by women in the working environment. Where relevant, the programme will adopt the intersectionality perspective to address specific challenges faced by afro descendant and indigenous women. Special attention will be given to identify opportunities to increase the economic empowerment of migrant and refugee women.

The programme is being implemented in 6 Latin American and Caribbean countries: Argentina, Brazil, Chile, Costa Rica, Jamaica, and Uruguay. It will also have a regional component under the responsibility of UN Women Brazil CO.

UN Women Brazil has become the private sector corporate reference across the Latin America and Caribbean region leveraging strategic alliances and promoting an innovative approach to gender mainstreaming within the private sector. Brazil is today the number one country in the ranking of WEPs with more than four hundred companies (400).

Under the overall supervision of the Regional Programme Coordinator and the technical oversight of the Regional Programme Technical Leader, the National Private Sector Specialist-Brazil is responsible for the management and implementation of the regional programme at country level. S(he) will work in close collaboration with the Project Manager of Women's Economic Empowerment of the Brazil CO and in close coordination with partner UN agencies and EU delegations, which will guide and provide input for the performance of the programme at country level. The National Private Sector Specialist- Brazil will maintain the Brazil CO Representative and Programme Manager informed on programme implementation to coordinate with them on synergies to be built with other relevant initiatives and stakeholders.

III. Functions

1- Lead at country level the "Win-Win: Gender equality means good business" Regional Programme

- Provide inputs and contribute to the analysis and research of the political, social, and economic situation in Brazil to identify opportunities and partners to advance the regional programme strategic planning and sustainability.

- Elaborate and implement the country level work plan of the regional Win- Win Programme following the approved Programme document and in close dialogue with the Regional Programme Coordinator and Regional Programme Technical Leader.
- Prepare country level inputs and make substantive contributions to be consolidated by the Regional Programme Coordinator and presented to management instances (Executive Steering Committee, Regional Technical Advisory Group, ILO Programme Unit, National Technical Advisory Group)
- Prepare country level periodic narrative reports (quarterly and annual reports to be uploaded in Results Management System and final report to the EU);
- Manage the programme budget, prepare expending and procurement plans, and provide inputs for budget revision at country level under the guidance and of the Regional Programme Coordinator and in close collaboration with the Project Manager for Women’s Economic Empowerment.
- Record and maintain documents on relevant programme activities, issues, risks, and risk mitigation plans at country level
- Design and formulate programme initiatives at country level translating UN Women’s and EU Delegation national and regional Programme’s priorities into local interventions and ensuring substantive rigor in the design and application of proven successful approaches.
- Facilitate the collaborative relationships with the delegations of the European Union, the Global Compact, IDB and ILO government partners, NGOs, experts, ensuring timely and efficient delivery of activities and organizes periodic consultations with key stakeholders and women leaders to gather inputs on Programme design, as necessary;
- Elaborate and finalize country strategy documents, proposals, briefs, policy dialogue and other documents related to the project. Provides Programme development advisory services related to women’s economic empowerment (WEE), serves as an expert resource to partners and identify programmatic areas for support and interventions.
- Outreach private sector companies and employers’ organizations to promote WEPs signature, implementation and reporting and identify HeForShe champions at country level;
- Support the strengthening of the national women’s machineries capacities to convene private sector and other partners at national level and make substantive contributions at national level, in close collaboration of Project Manager of Governance and Participation;
- Contribute and guide the research agenda and the elaboration of training materials at country level avoiding duplication of efforts and to catalogue, leverage and promote existing quality research.
- Manage the implementation of Programme activities through monitoring and reporting according to Results Based Management requirements (RBM) and in accordance to the Policy, Procedure and Guidance Framework (PPGF).
- Identify key partners to co-finance and co-organize workshops and trainings based on methodologies and tools developed by the regional Programme at country level.
- Organize National Technical Advisory Committee meetings, in coordination with ILO and EU Delegation at country level, aligned to the Regional Technical Advisory Committee
- To elaborate Terms of Reference for hiring consultants and other services

2. Outreach and build partnerships with country level key stakeholders

- Provide inputs for the development of private sector partnerships strategy involving private sector companies, finance institutions, multilateral organizations, businesswomen, entrepreneurs, relevant national authorities, and sub-national governments and contribute to its implementation it in close collaboration with the National Programme Specialist
- Conduct due diligence process in close collaboration with UN Women HQ to engage in partnerships with private sector companies

- Engage in prominent level dialogue at country level with private sector companies, finance institutions, multilateral organizations, and its networks to create and/or strength commitment regarding corporate practices on gender equality.
- Provide inputs to the Regional Programme Technical Leader to map activities to connect and match business interests of European and Latin America and Caribbean networks of women entrepreneurs and businesswomen to exchange experiences and strength each other business.
- Coordinate and provide inputs for the development of methodologies, tools, and knowledge products to strengthen companies' capacities to implement WEPs and create a non-discriminatory workplace.
- Provide inputs to the Regional Programme Coordinator and Regional Programme Technical Leader to define programmatic areas of cooperation, based on strategic goals of UN Women, the EU Delegation and ILO needs and priorities and develop the relevant partnerships.
- Build partnerships at country level and provide information on private companies engaged in the Programme to identify areas of cooperation, especially potential contributions to the impact investment facility, following the requirements of the Private Sector Guidance Note and Private Sector Collaboration Agreement.
- Develop resource mobilization materials, such as concept notes and project profiles to promote social impact facility and other initiatives proposed in the scope of the Programme.

3. Advocate, support and facilitate knowledge building and management

- Lead advocacy and knowledge building at country level.
- Lead advocacy strategies and guide relevant, high-impact advocacy activities and campaigns with key partners and their implementation.
- Collect knowledge on current and emerging trends by gathering relevant information on Programme, projects, strategies, approaches, and ongoing experience for lessons learned, best practices.
- Contribute to accomplish an updated data base of relevant women's business networks
- Contribute to knowledge networks and communities of practice, facilitating the knowledge exchange of companies to take up effective gender equitable business practices and guide development of incentives for companies to enjoy recognition of their advances.
- Represent UN Women in meetings and policy dialogues on issues related to Women's Economic Empowerment.
- Coordinate exchange of information and knowledge products internally and externally of the programme at the country level.
- Provide substantive inputs and build partnerships in coordination with relevant corporate communications team and in the organization of major advocacy campaigns, events, trainings, workshops, and development of knowledge products.
- Contribute for the elaboration and implementation of the knowledge management strategy.
- Contribute to the organization of activities and dialogue to promote exchange of experiences between national and regional corporate commercial associations, chambers of commerce and networks and advocate for implementation of WEPs.
- Build partnerships and provide technical advice for the organization of European Union /Latin America and Caribbean bi-regional policy dialogues on gender sensitive private sector in close collaboration and dialogue with EU Delegation, ILO and connecting to the G7 proposal and other EU initiatives.

IV. Key Performance Indicators

- Management of the private sector Programme
- Management of strategic partnerships and relationships with key stakeholders
- Excellent relations with UN Women partners and stakeholders
- Timely and quality implementation of Programme against set workplans, timelines and budgets, in line with the Programme document
- Quality and timely reporting
- Regular and timely monitoring of work plan activities
- Enhanced best practices and lessons learned documented and circulated
- Increase in resources mobilized to co-finance Programme activities and to fund the impact investment facility
- Increase awareness of UN Women and European Union at country level

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:

- Ability to lead the design, implementation, monitoring and evaluation of development programs and projects.
- Knowledge of Results Based Management principles and approaches.
- Ability to lead and maintain networks and partnerships with UN agencies and other international partners to promote partnerships and build alliances to advance organizational interests and competencies.
- Demonstrated good oral and written communication skills.
- Strong knowledge of the United Nations and European Union Programme management systems. Strong knowledge in gender equality, women`s economic empowerment and private sector management, policies, and environment.

VI. Recruitment Qualifications

Education certification:	and <ul style="list-style-type: none"> • Master`s degree or equivalent, or additional 6 years of relevant experience to the position business administration, public administration, law, economics, human rights, gender equality, management, social sciences, development, or other related areas is required.
Experience:	<ul style="list-style-type: none"> • At least 6 years of progressively responsible experience at the national or international level in design, implementation, monitoring and evaluation of development programs and projects. • Experience working with gender equality and women`s human rights, preferably related to economic empowerment of women. • Experience working in private sector companies` environment and corporate management practices and policies. • Excellent oral and written communication skills. • Experience working with Results Based Management principles and approaches. • Supervisory or leadership experience is an advantage. • Experience working with economic empowerment of women is an advantage. • Previous experience working in the UN system is an advantage.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in Portuguese and English is required. • Working knowledge of Spanish and/or other official UN language is an asset.

V. Selective Process

- First stage: Preparation of a short list of applications received based on recruitment qualifications.
- Second stage: Written test, if the selection committee deems it necessary.
- Third stage: Interviews, if the selection committee deems it necessary.

Applications must sent the UN Women Personal History Form (P11) completed and signed, which can be downloaded at: <http://www.onumulheres.org.br/noticias/formulario-p11-onu-mulheres/>, and a cover letter until 11:50 pm on September 09, 2020 with the title: "National Private Sector Specialist - Brazil".

Applications that do not include P11 and the other required documents, as well as well as filling in the online form will be considered incomplete and eliminated from the selection process.

Observations:

Due to the substantial number of applications received, only selected candidates will be notified. Applicants must not be directly related (mother, father, sister, brother, son, or daughter) to UN staff. Applicants must be Brazilian or have permission to work in Brazil.