

I. Position Information

Job Title: Programme Analyst Gender-responsive Governance, Women’s Leadership and Participation

Current Grade: NOB

Department: Brazil CO

Reports to (Title/Level): National Programme Officer (NOC)

Duty Station: Brasília, Brazil

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 is an upper middle income and highly diverse country ranked as the sixth-largest population and ninth-largest economy in the world. 52% of its population are women, 56% recognize themselves as afro descendent and 0.5% (close to 897,000) as indigenous. In 2019, the country ranked 79 in the human development index as well as in the gender equality index. 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” and initiated the process aiming its localization. In December 2019, a new National Development Plan (Plano Pluri-Annual –PPA) 2020-2023 was approved in line with Brazilian Federal Government priorities and vision. All policies and programmes related to women’s rights are resumed in the programme “Protection to life, strengthening of family, promotion, and protection of human rights for all”.

The UN Women Brazil CO Strategic Note 2017-2021 is proposed in the framework of the international commitments to gender equality, empowerment of women and women’s rights of which Brazil is signatory and aligned with national priorities established in the PPA 2020-2023. It also prioritizes the mitigation of the consequences of Covid-19 pandemic on women making it a cross-cutting perspective to all outcome areas and considering race, ethnic and regional perspectives. The CO focus its programme in three outcome areas:

- 1) Women lead, participate in, and benefit equally from governance systems.
- 2) Women have income security, decent work, and economic autonomy.
- 3) All women and girls live a life free from all forms of violence

Reporting to the National Programme Officer, the Programme Analyst, Gender-responsive Governance, Women’s Leadership and Participation contributes to the effective management of UN Women programmes in the CO by providing substantive inputs to programme design, formulation, implementation, and evaluation. The Programme Analyst, Gender-responsive Governance, Women’s Leadership and Participation guides and facilitates the delivery of UN Women programmes by monitoring results achieved during implementation and ensuring appropriate application of systems and procedures and develops enhancements if necessary. The Programme Analyst, Gender-responsive Governance, Women’s

Leadership and Participation works in close collaboration with the programme and operations team, UN Women HQ staff, Government officials, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation under Governance, Leadership and Participation Outcome area. The Programme Analyst, Gender-responsive Governance, Women's Leadership and Participation leads and guides the delivery of the project "Human Rights of Indigenous and *Quilombola* Women: A Governance Matter!", ensures quality and timely achievement of the project results in line with the project document and compliance with the UN Women procedures, rules and regulations.

III. Functions

1. **Coordinate Outcome area of Gender-responsive Governance, Women's Leadership and Participation**

- Coordinate the overall Programme/Portfolio work plan development and implementation according to Strategic Note/ programme document.
- Gather inputs and coordinate the preparation of work-plans, periodic narrative progress reports and expenditures status reports to the Programme Board and UN Women.
- Establish systems for project planning, implementation, and monitoring, in collaboration with partners.
- Record and maintain documents on relevant Programme activities, issues, and risks.

2. **Guide coordination with Project partners, national and subnational partners, and other stakeholders**

- Coordinate relationships with national partners to support implementation and expansion of the Outcome area of **Gender-responsive Governance, Women's Leadership and Participation** Programme/Portfolio, raise potential problems and suggest solutions.
- Identify capacity building needs and support partners through technical assistance, mentoring, training, and capacity development initiatives, as needed.

3. **Coordinate the Project monitoring and reporting on the Outcome area of Gender-responsive Governance, Women's Leadership and Participation**

- Gather and compile all information necessary for monitoring and reporting on programmes and projects from the planning to the evaluation stages.
- Monitor the implementation of activities and the expenditure of funds; conduct regular monitoring visits, as required.
- Draft and provide inputs to annual and quarterly reports; coordinate the submission of implementing partner financial and narrative reports.
- Provide inputs from Outcome area of **Gender-responsive Governance, Women's Leadership and Participation** programme activities and results to Country Office reporting.

4. **Manage people and finances of the Outcome area of Gender-responsive Governance, Women's Leadership and Participation programme**

- Coordinate development and preparation of financial resources of the programme including budgeting and budget revisions, and expenditure tracking and reporting.
- Monitor the allocation and disbursement of funds to participating partners.
- Supervise Programme Associates and Assistants.

5. **Build partnerships and support in developing resource mobilization strategies**

- Provide inputs to the development of partnerships and resource mobilization strategies.

6. **Advocate and facilitate knowledge building and management and communication**

- Document the programme implementation process and products.
- Contribute to the exchange of information and provide inputs to the development of knowledge products internally and externally of the programme;
- Coordinate the organization of major advocacy campaigns, events, trainings, workshops, and knowledge products.

IV. Key Performance Indicators

- Timely and quality implementation of Programme/Portfolio activities against set workplans, timelines, and budgets, in line with the Strategic Note
- Quality and timely reporting
- Strong relations with partners and stakeholders
- Regular and timely monitoring of activities
- Enhanced best practices and lessons learned documented and circulated

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

Functional Competencies

- Good programme formulation, implementation, monitoring and evaluation skills
- Good budget and finance skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions, and present findings and recommendations
- Good analytical skills
- Knowledge of UN programme management systems

VI. Recruitment Qualifications

Education and certification:

- Master's degree or equivalent in public administration, law, human rights, gender equality, management, social sciences, or other related areas is required.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- A project/programme management certification (such as PMP®, PRINCE2®, or MSP®) would be an added advantage.

Experience:

	<ul style="list-style-type: none"> • At least 2 years of progressively responsible experience at the national or international level in managing complex and multi-component programme interventions with national partners, preferably related to thematic area. • Experience in coordinating, implementing, monitoring, and evaluating development programmes and projects is an asset. • Experience in the Governance and Political Participation is an asset. • Experience in intersectional approach to human rights is an asset. • Experience coordinating and liaising with government agencies and/or donors is an asset.
<p>Language Requirements:</p>	<ul style="list-style-type: none"> • Fluency in English and Portuguese is required. Working knowledge of another official UN language is an asset. • Working knowledge of Spanish is an asset.