

**I. Position Information**

**Job Title: Project Manager, Gender-responsive Governance, Women’s Leadership and Participation**  
**Department: Brazil CO**

**Current Grade: SB5**

**Reports to (Title/Level): Programme Coordinator/Manager, Gender-responsive Governance, Women’s Leadership and Participation/NO-B**

**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.

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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 Programme Coordinator/Manager, Gender-responsive Governance, Women’s Leadership and Participation, the Project Manager provides programme support to the effective management of UN Women programmes

and projects in the CO by contributing in the programme and project design, formulation, implementation and evaluation. The Project Manager supports the delivery of UN Women programmes and supports by analyzing results achieved during implementation and supporting appropriate application of systems and procedures. The Project Manager 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 portfolio.

### III. Functions

- **Contribute technically to the development of programme strategies in Gender-responsive Governance, Women's Leadership and Participation**
- Provide technical inputs to the design and formulation of programme/ project proposals and initiatives related to **Gender-responsive Governance, Women's Leadership and Participation**
  
- **Provide technical support to the implementation and management of the Gender-responsive Governance, Women's Leadership and Participation programme**
- Provide inputs to the annual workplan and budget as required.
- Coordinate and monitor the implementation of programme activities.
- Coordinate the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners.
- Review and coordinate the submission of implementing partner financial and narrative reports.
- Train partners on Results Based Management.
  
- **Provide technical assistance and capacity development support to project/programme partners**
- Provide technical support to and technically oversee the implementation of programme activities with partners.
- Identify opportunities for capacity building of partners and coordinate and facilitate technical/ programming support and trainings to partners as needed.
  
- **Provide technical inputs to the monitoring and reporting of the programme/ project**
- Monitor progress on programme activity, results and indicators.
- Monitor the implementation of proposals by responsible partners.
- Provide inputs to quarterly reports, donor reports and other reports on outputs, results outputs, and outcomes.
  
- **Provide technical inputs to the management of people and finances of Gender-responsive Governance, Women's Leadership and Participation programme**
- Monitor budget implementation and programme activity expenditures and perform budget revisions when required.
- Provide inputs to financial reports.
- Oversee the work of Programme Associates and Assistants as needed.
  
- **Contribute to building partnerships and resource mobilization strategies**
- Provide inputs to resource mobilization strategies; analyze and maintain information and databases.
- Provide inputs to relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles.
  
- **Provide technical inputs to inter-agency coordination on Gender-responsive Governance, Women's Leadership and Participation to achieve coherence and alignment of UN Women programmes with other partners in the country**
- Provide technical support to the Representative and National Programme Officer on inter-agency coordination related activities by providing inputs to background reports and briefs.
  
- **Provide inputs to advocacy, knowledge building and communication efforts**

- Provide technical inputs to background documents, briefs and presentations related to Gender-responsive Governance, Women’s Leadership and Participation.
- Coordinate and support the organization of advocacy activities and campaigns events, trainings, workshops, and knowledge products.
- Provide inputs to the development of knowledge management products on **Gender-responsive Governance, Women’s Leadership and Participation.**

#### IV. Key Performance Indicators

- Timely and quality inputs to programme design
- Timely and quality inputs to workplans and budgets
- Adherence to UN Women standards and rules
- Timely monitoring and tracking of programme results and finances
- Timely organization of events
- Number of knowledge products developed

#### 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

- Programme formulation, implementation, monitoring and evaluation skills
- Knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions, and present findings
- Good analytical skills
- Good knowledge of Gender-responsive Governance, Women’s Leadership and Participation.

#### VI. Recruitment Qualifications

##### **Education and certification:**

- Post-Graduation courses (*Stricto Sensu*: Master’s or Doctor’s degree) or equivalent in social sciences, human rights, gender/ women’s studies, international development, or a related field, or additional 06 years of relevant technical experience to the post, beyond the requirement, is required.

	<ul style="list-style-type: none"> <li>• A project/programme management certification (such as PMP®, PRINCE2®, or MSP®) would be an added advantage.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least 6 year of relevant work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building.</li> <li>• Experience in the Gender-responsive Governance, Women’s Leadership and Participation is an asset.</li> <li>• Experience in intersectional approach to human rights is an asset.</li> <li>• Experience coordinating and liaising with government agencies and/or donors is an asset.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Fluency in English and Portuguese is required.</li> <li>• Knowledge of the other UN official working language is an asset.</li> <li>• Knowledge of Spanish is an asset.</li> </ul>