



POST VACANCY

I. Position Information

Job Code Title: Type of Contract: Pre-classified Grade: Duty Station: Supervisor: Reports to: Duration: Expected Date Of Assignment: Application Deadline: Focal point: Position Classified by: Classification Approved by:	Programme Coordinator "Ending Violence Against Women" FTA NO-B Brasilia, Brazil UNIFEM Regional Programme Director RPD Brazil and Southern Cone Countries UNIFEM RPD Brazil and Southern Cone Countries One year (renewable) April 2010 22 March
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II. Background of Program

In a social and political regional context characterized by the increasing strengthening of democratic processes, particularly at national levels, but still significant rates of corruption, institutional weaknesses, social inequalities, gender violence and low rates of women participation, especially of young, black and indigenous women, UNIFEM Sub-regional Office for Brazil and Southern Cone Countries (SRO) proposes for the following two years a converging and catalytic strategic plan (SP) to deal with these and other challenges in accordance with the Millenium Development Goals (MDGs).

Additionally, it will continue working to prevent and confront any kind of violence against women (SGBV) and discrimination and exclusion of women from decision-making scenarios, particularly of black, indigenous and young women. In this sense, the SRO in coordination with governments, civil society, academics and mass media will contribute to assess the situation, raise awareness, combat social stereotypes and strengthen institutions to provide a more comprehensive response to this plight.

Latin America was the first region in the world where all countries ratified the Convention on the Elimination of All Forms of Discrimination Against Women and the first to formulate a legal instrument explicitly designed to eradicate gender violence: the Convention for the Prevention, Punishment and Eradication of Violence Against Women. Until the 1990s, most countries in the region lacked any domestic violence legislation. By the end of the decade, women's organizing had yielded new laws in nearly every country; though neoliberal policies had concurrently undercut governments capacities to meet their legal obligations. Moreover, many laws continued to trivialize gender violence as a civil rather than criminal offense; neglect prevention and rehabilitation as keys to eradicating violence; discriminate against women by exonerating rapists who offered to marry their victims; and deny redress to non-wage earning women by recognizing "injury" only when victims were rendered unfit for paid employment.

A key component of the SRO's Violence Against Women strategy is the Regional Programme "Cities without Violence Against Women, Safe Cities for All", coordinated by UNIFEM Sub-Regional Office Brazil and Southern Cone and funded by AECID (Spanish International Cooperation Agency) has identified as a key problem the growing violence and insecurity against women in public and private spaces in the cities of Latin America, one of the most violent regions in the world.

The main objective of the Programme, started in 2006, is to contribute to the reduction of all forms of violence against women in the cities through the promotion of women's active citizenship and the development of public and social agendas that generate conditions for peaceful coexistence in these areas.

From the beginning the Programme was structured around 4 strategic lines of action:

- Systematization and Production of Knowledge
- Strengthening of Networks
- Development of Strategies of Participatory Intervention in Cities
- Awareness Raising and Capacity-Building of Key Actors

The Programme strategy is currently being developed through a process of coordination, partnerships and alliances between civil society's organizations, governments and United Nations. It is also built upon the broad experience of women's and feminist networks in the region, particularly of *Red Mujer y Habitat* (Women and Habitat Network of Latin America and the Caribbean), the main counterpart of the program.

Since 2006, this innovative Programme has been carried out in 3 cities of the region: Bogotá (Colombia), Rosario (Argentina) and Santiago (Chile). It has contributed to the strengthening of women's organizations in preventing and combating VAW in cities and to the promotion of cooperation between women's organizations and government so as to build political and territorial agendas that incorporate the dimensions of gender, safety and urban planning. Activities in Lima (Peru) and in Recife (Brazil) are currently being developed. Initiatives in the cities of Guatemala and El Salvador have been carried out since 2008.

II. Organizational Context

UNIFEM is the Women's Fund at the United Nations. It provides financial and technical assistance to innovative programmes and strategies to foster women's empowerment and gender equality. UNIFEM works on the premise that it is the fundamental right of every woman to live a life free from discrimination and violence, and that gender equality is essential to achieving development and to building just societies. Established in 1976, UNIFEM maintains strong ties to both women's organizations and governments, linking them with the UN system to join national and international political action, and to create momentum for change. UNIFEM focuses its activities on one overarching goal: to support the implementation at the national level of existing international commitments to advance gender equality.

UNIFEM promotes women's empowerment, rights and gender equality globally, and through 15 regional offices, 10 country programme offices, and 44 project offices that support programmes within and among individual countries. UNIFEM set up a Sub-regional Office in Brazil and the Southern Cone Countries (Argentina, Chile, Paraguai and Uruguay) in 1992, located in Brasilia, Brazil.

Under the guidance and direct supervision of UNIFEM Representative for Brazil and Southern Cone Countries and based in Brasilia, Brazil, the Violence Against Women Programme

Coordinator will coordinate a range of programs to reduce violence against women, including violence against women trust fund, AVON and "Cities without Violence Against Women, Safe Cities for All".

The Coordinator will supervise a small staff based in UNIFEM Sub-Regional Office and UNIFEM national offices in the countries where the Programme is currently developed. The Programme Coordinator will also implement activities in close cooperation and permanent dialogue with women's networks and organizations, governments, UN System and international cooperation agencies at local, national, regional and international levels.

III. Functions / Key Results Expected

Summary of Key Functions:

- Design, formulation, implementation, monitoring and evaluation of the Sub-Regional Programme Strategic Plan and Annual Action Plans related to all violence against women initiatives
- Management and administrative support of the Regional Programme throughout its whole lifecycle (needs assessments, budgeting, implementation, monitoring and evaluation). Particular attention should be paid to planning and monitoring mechanisms based on Results Based Management
- Definition and implementation of resource mobilization strategy for Sub-Regional Programme
- Facilitation of knowledge building and knowledge sharing
- Supervision and guidance the staff performance appraisal, learning plans

Formulate Regional Programme strategies and action plans focusing on achievement of the following activities:

- Build and strengthen strategic partnerships with regional feminist networks, governments, non-government organizations, academia, UN System, UNIFEM Global Programme "Safe Cities" and others
- Develop a network with other international bodies working in related fields in the region and internationally
- Formulate and update the Regional Programme Strategies and Annual Actions Plans
- Collect, analyze and present information for identification of areas for support and programme formulation/implementation
- Establish a permanent and constant dialogue and develop collaboration schemes with the Programme main partners

Coordinate the management and administrative support to the Regional Programme focusing on the achievement of the following activities:

- Coordinate and manage the Regional Programme throughout the lifecycle of needs assessment, formulation, budgeting, implementation, monitoring and evaluation.
- Act as the focal point for all the personnel, entities and groups involved in the execution of the projects by ensuring effective and timely communication and information exchange
- Respond to national, regional and global UNIFEM requirements in terms of information, project implementation, monitoring and reporting. The Programme Manager will work in close collaboration with UNIFEM staff to assure RBM format and processes
- Support the creation of projects in Atlas, preparation of budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of projects
- Follow up, monitoring and evaluation of the programme activities

- Analyze and revise documents on the programme
- Report on the state of activities to Regional Programme Director
- Present information for audit purposes
- Prepare, elaborate, analyze and revise documents, analytical texts, work plans and projects
- Assist/participate/organize meetings, seminars and consultations when needed and/or delegate his/her representation to selected counterparts
- Establish a permanent and constant dialogue and develop collaboration schemes with the Programme main partners

Support resource mobilization focusing on achievement of the following activities:

- Prepare programme proposals and narrative and financial reports to donors, seeking to reach a position which meets the needs of UNIFEM and reflect donors priorities
- Respond to UNIFEM, AECID and other donors' requirements for the Regional Programme, in terms of project implementation, monitoring and reporting
- Review of contributions agreements and support to the management of contributions in Atlas
- Represent UNIFEM in meetings and negotiations with donors throughout the whole process of fund-raising
- Establish a permanent and constant dialogue and develop collaboration schemes with the Programme main partners

Facilitation of knowledge building and information sharing focusing on achievement of the following activities:

- Research, systematize and disseminate information on topics related to the Programme
- Prepare briefings, talking points and presentation materials for the Office when necessary
- Ensure the documentation and circulation of lessons learned and evaluations
- Attend and represent UNIFEM in events, meetings and campaigns when requested
- Support to organize events, campaigns and actions related to the Programme
- Contributions to knowledge networks and communities of practice
- Participate in UNIFEM training when required
- Strengthen UN inter-agency dialogue to improve knowledge production and information sharing
- Establish a permanent and constant dialogue and develop collaboration schemes with the Programme main partners

IV. Impact of Results

- Formation of a group of experts formed for the production of new theoretical advances on the subject.
- Analysis carried out on legislation and norms related to urban violence against women.
- Production of a state of the art document that includes a diagnosis and an analysis of the knowledge already produced in this field, as well as new proposals for action.
- Training of women's organizations and networks so they can include the issue of urban violence against women in the formulation of specific public policies and in their own agendas.
- Sensitization of citizens on violence against women in cities and the need for policies that

contribute to the development of safer cities for women.

- Sensitization and training of government officials from different sectors on the differential effects that urban violence has on women and men and on possible intervention proposals.
- Strengthening the role of women and women's organizations in local government for the formulation of public policies that particularly affect women.
- Implementation of three innovative initiatives where public spaces are appropriated by women, with the involvement of local government and the community, the outcomes of which could possibly be evaluated and replicated in other contexts.
- Implementation of a Fund for the financial support of innovative initiatives for the prevention of urban violence against women in Brazil, the Southern Cone, and the Andean Region.
- Dissemination of the programme results at international, regional and national conferences.
- Strengthening of the municipal budget of the sectors responsible for the design and implementation of public policies on gender in selected municipalities.

V. Competencies

Corporate Competencies

- Demonstrate integrity by modeling the UN and UNIFEM's mission, vision, values and ethical standards
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treat all people fairly without favoritism

Functional Competencies**Knowledge Management and Learning**

- Build and share knowledge and experience
- Actively work towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to conduct strategic planning and set up monitoring and evaluation mechanisms based on RBM
- Excellent drafting and presentation skills
- Ability to negotiate with donors and internal units: ability to identify and analyse trends, opportunities and barriers to fundraising
- Ability to work with minimum supervision
- Ability to apply partnerships building theory to the specific regional context
- Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of program/projects documentation, projects data entering, preparation of revisions, filing, provision of information

Leadership and Management

- Focus on impact and result for the client and respond positively to feedback
- Encourage risk-taking in the pursuit of creativity and innovation
- Consistently approach work with energy and a positive, constructive attitude
- Remain calm, in control and good humored even under pressure
- Build strong relations with key actors and counterparts
- Demonstrate strong oral and written communication skills

VI. Recruitment Qualifications**Education**

- Advanced university degree in social sciences
- Advanced studies on gender, violence and urban planning will be an asset
- Knowledge of strategic planning, Result Based Management and Monitoring&Evaluation will be an advantage

Experience

- A minimum of 10 years of professional work experience in gender projects management, particularly in strategic planning, Results Based Management and Monitoring&Evaluation
- Knowledge and experience on formulation and implementation of public policies from a gender perspective
- Knowledge and work experience on the links between public policies, gender and urban or geographic planning will be an asset

	<ul style="list-style-type: none"> -Knowledge and work experience on South America economic, political and social contexts -Initiative and sound judgment and demonstrated ability to work harmoniously with persons of different nationalities and cultural background; -Ability to work under conditions of extreme pressure and difficult living conditions -Strong analytical, writing and communication skills -Excellent computer skills in a Window environment, knowledge of Internet communications and command of MS Office applications (Word, Excel, Power Point) -Familiarity with UNIFEM principles and initiatives and dedication to UN principles
Language Requirements	-Fluency in Portuguese, English and Spanish

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

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