



JOB DESCRIPTION

I. Position Information

Job code title: **Program Coordinator (Joint Inter-agency Program on Gender & Race)**
Pre-classified Grade: ICS-9
Supervisor: National Program Office (UNIFEM)

II. Organizational Context

The **Joint Inter-agency Program on Gender & Race** (funded by the MDG Achievement Fund through AECID/Agencia Española de Cooperación Internacional para el Desarrollo) is composed by the following UN agencies: ILO – International Labor Organization, UNDP – United Nations Development Program, UNFPA – United Nations Population Fund, UN-HABITAT – United Nations Human Settlements Program, UNICEF – United Nations Children’s Fund e UNIFEM – United Nations Development Fund for Women.

The main goal of this Joint Inter-agency Program is to support the public sector in management of gender and race cross-cut in the Brazilian government’s policies and programmatic actions, as a principle that should contribute to democracy, to equitable development, and to strengthening of civil society organizations.

This Program shall support the Special Secretariat of Policy for Women (Secretaria Especial de Políticas para as Mulheres- SPM) and the Special Secretariat of Racial Equality Promotion (Secretaria Especial de Promoção de Igualdade Racial - SEPPIR) in the elaboration, implementation and monitoring of the National Plans of Policy for Women and Promotion of Race Equality, as well as civil society organizations whose actions are focused in the evaluation and monitoring of such Plans for the promotion of gender and race equality. The leading Agency is UNIFEM, which will also supervise the work of the Coordinator. Decisions are made jointly by the Technical Group.

The Program aims at contributing to ensure gender and race equality, since the approach of such dimensions in the process of elaboration, implementation and monitoring of public policies strengthens the citizenship of women, especially afro-descendant women, as well as to promote their rights in the access to public goods and services potentially available. The Program also aims at stimulating social mobilization and participation, fundamental factors to the achievement of equitable human development.

III. Functions / Key Results Expected

Summary of key functions:

- ❑ Implementation of Inter-agency Program strategies;
- ❑ Management of the Inter-agency Program, effective coordination of joint efforts towards Program implementation of technical focal points from participating agencies and of national counterparts;
- ❑ Provision of top quality advisory services to the Government and facilitation of knowledge building and management.

1. Ensures implementation of Inter-agency Program on Gender and Race focusing on achievement of the following results:

- ❑ Coordinates and ensures effective communication amongst the participant agencies (UN-IFEM, ILO, UNDP, UNFPA, UN-HABITAT and UNICEF), government bodies (SPM and SEPPIR) and others under the federal, regional and local authorities.
- ❑ Closely supervises activities of the Program, developed by each participant agency, according to the approved Work Plan.
- ❑ Acts jointly with agencies to ensure the coordination with related Programs, in order to promote synergies, optimize, potentialize results and amplify the impact of the Program.
- ❑ Supports the organization of and participates in meetings, seminars and consultations regarding Program's issues.
- ❑ Organizes and carries out technical and administrative activities of the Program.
- ❑ Ensures thorough documentation of all Program management activities.
- ❑ Promotes and represents the Program when requested.

2. Participates in effective management of the Inter-agency Program on Gender and Race within the practice area specialization assigned focusing on quality control from formulation to implementation of the country Program achieving the following results:

- ❑ Designs and formulates of some parts of Program within the area of responsibility, translating UNIFEM's priorities into local interventions.
- ❑ Applies conceptual models in support of Program design;
- ❑ Ensures that Program is steadily progressing towards the achievement of substantive goals and objectives, in line with the approved Work Plan. Monitors the technical and operational activities of the Program's Action Plan. Supervises the application of resources and monitor the execution rate (delivery).
- ❑ Reviews indicators, expected results and goals of the Program to improve the Work Plan and suggest changes to align it to operational and political realities, when necessary, in close coordination with participating agencies and national counterparts;
- ❑ Prepares financial, monitoring and evaluation reports, according to the periodicity established by the rules of the MDG-Fund: Prepares inputs for reporting, including donor reporting, Systematizes information sent by the partner agencies about the implementation of the Program, guarantees information flow by means of periodical reports or progress reports.

3. Provides top quality advisory services to the Government and ensures facilitation of knowledge building and management focusing on achievement of the following results:

- Identifies sources of information related to policy-driven issues. Identifies and synthesizes best practices and lessons learned directly linked to Program and to country policy goals.
- Provides sound contributions to knowledge networks and communities of practice.
- Organizes trainings for operations/ project staff on Program issues.
- Ensures professional growth through active learning.
- Supervises the dissemination of information and distribution of publications and other communication products of the Program.
- Orients the record and the documentation of implementation history of the Program and the systematization of lessons learned.

IV. Impact of Results

The key results have an impact on the success of country Program within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

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- Ability apply conceptual models in support of formulation, implementation, monitoring and evaluation of development Programs and projects, mobilize resources
- Good knowledge of the Results Management Guide and Toolkit
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

Prince2 training and certification, RMG

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Political or Social sciences and related fields.
Experience:	<p>Strong record in project management. At least 5 years of relevant experience at the national or international level in providing management advisory services and hands-on experience in design, monitoring and evaluation and reporting on development projects. Knowledge of the Logical Framework methodology for development projects and financial monitoring;</p> <p>High degree of computer literacy and ample experience in the office software packages.</p> <p>Good understanding of the subjects of race, gender and ethnicity and their interaction with the Millennium Development Goals 5 years of experience in human rights, with a special focus on women's rights and racial equality promotion, as well as institutional experience in the fields of gender and race..</p>

	Knowledge of relevant Governmental institutions, especially those involved in the Program,
Language Requirements:	Fluency in Portuguese and English. Knowledge of Spanish will be considered highly advantageous.

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date