**Job title: Project Coordinator in Ukraine**

**Joint Project EU4Gender Equality: Challenging gender stereotypes and practices in the EaP countries (Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova, and Ukraine)**

**Level: SB4/Min**

**Position Number: 00156156**

**Location: Kyiv, Ukraine
Full/Part time: Full-Time**

**Contract type: Service Contract, SB4**

**Duration: One year (renewable)**

**The Position:**

**Project Coordinator, Joint Project EU4Gender Equality**, under the overall guidance of the UNFPA Representative and UNFPA Regional Office, and the direct supervision of the Programme Analyst, Gender and Women’s Empowerment, will contribute to the design, management and reporting within Project EU4Gender Equality: Challenging gender stereotypes and practices in the EaP countries (Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova, and Ukraine) to be implemented jointly with UN Women.

**How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people, because these are the groups whose rights are often compromised UNFPA has been active in Ukraine since 1997.

For UNFPA, gender was always in the core of its mandate and center of all Program activities and interventions. UNFPA helps the Government of Ukraine, local authorities, civil society and networks to empower women and ensure their involvement into decision-making processes through development of gender policies and legislation, support of gender research and combating gender discrimination and violence.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

Working within a large and complex Country Office (CO) environment, you will support the effective management of UNFPA development and humanitarian aiming to achieve the following:

Objective 1) proposes to shift societal perceptions around gender stereotypes and patriarchal norms, which limit women's rights;

Objective 2) proposes to increase men's involvement in taking care of their children and participation in fathers programmes;

Objective 3) proposes to increase the knowledge and tools of social workers and CSOs on how to conduct evidence-based violence prevention programmes targeting perpetrators of domestic violence, including early intervention.

Through substantive analysis and assessment of political, social and economic trends, you will contribute to project formulation and evaluation, joint programming initiatives and national development frameworks.

Project Coordinator will monitor results achieved during implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required.

**Main duties and responsibilities:**

1. **Project implementation, monitoring, evaluation and reporting**
* Ensure timely and effective implementation of the project’s Outputs 2 and Output 3 related to: 1) Integration of responsible fatherhood and male involvement approach through social services and municipalities; 2) Equipping men with relevant support, guidance and means to get involved in caretaking and advocacy of gender transformative approaches related to parental leave 3) Advocacy for applying good practices from EU countries in the policies on responsible fatherhood through public and private sectors 4) Bringing social change through programmes for perpetrators.
* Deliver results in accordance with the project’s document, work plans, communication plan and result framework;
* Provide inputs to project reports, including progress and annual reports, as well as ad-hoc technical reports;
* Contribute to project monitoring and evaluation, as well as audit activities;
* Assure that due security measures are in place with regard to the project personnel and assets;
* Ensure proper management of the budget component allocated for the project implementation.
* Arrange and monitor field level activities of the project.
* Ensure adjustment of the project to COVID-19 response.
* **2. Contribution to Inter-Agency coordination and partnerships building**
* Provide technical support to UNFPA and provide joint input to UN Women in engagement with relevant local authorities to support the gender mainstreaming throughout the project implementation;
* Maintain close liaison with local and oblast partners, ensuring optimum participation of all relevant stakeholders;
* Develop the professional platform for networking and partnership building with the local authorities, CSOs, private sector and international development organizations or programmes;
* Ensure coordination with relevant working groups and information sharing in the region.
* Facilitate collection, analysis and interpretation of data in the field of project implementation in the target municipalities of Ukraine. Ensure availability of an up-to-date information on all critical issues related to project implementation;
* Prepare regular updates with situation analysis (political, social, and economic) in the field of the project implementation;
* **3. Advocacy support and facilitation of knowledge building and management**
* Manage the establishment of advocacy networks at national level;
* Proactively and substantively support and implement relevant, high-impact advocacy activities and campaigns with key partners in particular in support of paternity leave;
* Ensure awareness about project priorities, strategies and approaches. Analyze ongoing experience for lessons learned, best practices, and shares with project management for use in knowledge sharing and planning future strategies;
* Contribute to implementation of the communications strategy and plan.

**Qualifications and Experience:**

* Minimum 3 years of progressively responsible experience in project, management and implementation services or related field preferably in the international environment;
* Experience and understanding of implementing human rights, gender equality and women's empowerment projects/initiatives. Experience in advocacy for gender equality and women's empowerment is desirable.
* Experience in design, monitoring and evaluation of development projects and establishing inter-relationships among international organization and national governments is an advantage.
* Proven successful experience in developing of an evidence based publications, reports, advocacy materials;
* Experience in organization of workshops, seminars, conferences, involving national and regional stakeholders;
* Experience of working with relevant stakeholders from the governmental and non-governmental institutions involved into recovery issues at the national and sub-national levels;
* Experience in the usage of computers and office software packages (MS Office, Outlook, etc.).

**Education:**

Advanced degree in Social Sciences, Management, Communication for Development, Human Rights, Law, Economics, Gender Studies or related field.

**Languages:**

Fluency in English, Ukrainian and Russian.

**Required Competencies:**

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| **Values:*** Exemplifying integrity,
* Demonstrating commitment to UNFPA and the UN system,
* Embracing cultural diversity,
* Embracing change
 | **Functional Competencies:*** Advocacy/ Advancing a policy-oriented agenda
* Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
* Delivering results-based programmes
* Internal and external communication and advocacy for results mobilisation
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| **Core Competencies:** * Achieving results,
* Being accountable,
* Developing and applying professional expertise/business acumen,
* Thinking analytically and strategically,
* Working in teams/managing ourselves and our relationships,
* Communicating for impact
 | **Managerial Competencies:*** Providing strategic focus,
* Engaging in internal/external partners and stakeholders,
* Leading, developing and empowering people, creating a culture of performance
* Making decisions and exercising judgment
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