**Job title: Project Coordinator in Ukraine**

**Equality Springboard: Project on Social Norms Change and Gender Stereotypes Elimination for Better Resilience and Prosperity of Women and Men in Ukraine**

**Level: SB4/Min**

**Position Number: 00160846**

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

**Contract type: Service Contract, SB4**

**Duration: One year (renewable)**

**The Position:**

**Project Coordinator,**  under the overall guidance of the UNFPA Representative and UNFPA Assistant Representative, and the direct supervision of the UNFPA Programme Analyst, Gender and Women’s Empowerment, will be responsible for the management of a 3 year Project on Social Norms Change and Gender Stereotypes Elimination for Better Resilience and Prosperity of Women and Men in Ukraine, supported by the Government of Sweden.

**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 environment, you will support the effective results-based management of UNFPA development project aiming to achieve the following:

Objective 1. To enhance capacities of the education system to integrate gender sensitive and non-discriminative content and approach in the school curriculum, textbooks and education materials and teaching practices and to support educational practitioners to promote stereotype-free gender norms among young Ukrainian men and women;

Objective 2. To support men and boys’ engagement into advancing gender equality and women’s empowerment at the community level through applying equal distribution of duties in family life, including care of their children and participation in fathers programmes;

Objective 3. To engage corporate sector and provide it with guidelines and tools to introduce family friendly gender sensitive approaches in their corporate policies and programmes for staff and corporate social responsibility programmes, including domestic and gender-based violence prevention practices.

**Main duties and responsibilities:**

1. **Project implementation, monitoring, evaluation and reporting**
* Ensure timely and effective implementation of the project’s Objectives;
* 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;
* Ensure that the project activities comply with UNFPA global and regional guidance and policies;
* Arrange and monitor field level activities of the project;
* Ensure adjustment of the project to COVID-19 response;
* Ensure that girls and women, boys and men specifically the ones from the vulnerable groups, are consulted and engaged in project activities design, delivery and monitoring, and represented in community-level decisions.
* **2. Contribution to Inter-Agency coordination and partnerships building**
* 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, corporate sector and international development organizations or programmes;
* Ensure coordination with relevant working groups and information sharing including within UN family.
* 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;
* Monitor the changes in legal framework and government decisions affecting 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;
* Facilitate engagement of corporate sector actors to the project through bilateral partnerships as well as joint initiatives involving civil society or public officers;
* 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;
* Map key actors such as think tanks, civil society, online/offline communities, opinion leaders and liaise with them to support the advocacy priorities;
* Contribute to implementation of the communications strategy and plan, reviewing communicational content and providing expertise in gender equality, women’s empowerment and men engagement in the process of the content development

**Qualifications and Experience:**

* Minimum 3 years of progressively responsible experience in project management and coordination/implementation services or related field preferably in the international environment;
* Experience and understanding of implementing human rights, gender equality and women's empowerment, men engagement projects/initiatives. Experience in advocacy for gender equality and women's empowerment.
* 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 evidence-based publications, reports, advocacy materials is desirable;
* Experience in organization of workshops, seminars, conferences, involving national and regional stakeholders;
* Experience in partnerships with corporate sector or in the area of corporate social responsibility is an advantage.
* 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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