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**Terms of Reference**

**Programme Title:** “Strengthen National and Local Capacities and Accountability to Sustain Gender-Based Violence Prevention and Response Services”

**Post Title:** Programme Associate

**Post Level: Service Contract,** SB3/Mid

**Position number:** 00157475

**Duration of the service:** one yearwith possible extension

**Duty Station:** Kyiv

Full/part time: Full time

**The position:**

Under the supervision of the GBV Programme Manager, Programme Associate coordinates and implements the activities related to the work of GBV Programme, provides analytical and administrative support such as but not limited to:

* coordination of implementation of initiatives and projects with corporate sector in developing innovative GBV response and prevention interventions;
* design, development and implementation of women empowerment activities;
* quality reporting, monitoring, assessment and research planning in support of sound implementation of designated project streams;
* effective and efficient analytical and administrative support to GBV Programme Manager to ensure smooth operation of GBV Programme.

**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.

In accordance with the organisational mandate and national development priorities of Ukraine, UNFPA, the United Nations Population Fund, implements a country programme of technical assistance to Ukraine for 2018-2022. Among several priorities, the programme seeks to contribute to the development of robust national system of response and prevention of domestic and gender-based violence (GBV), establish functional intersectoral coordination and accountability mechanisms and enhance institutional capacities at the national and regional levels to ensure that majority of gender-based violence survivors seek and have access to good quality survivor-centred services, and Ukrainian society finds GBV unacceptable.

Alongside this development work and driven by the humanitarian consequences of the armed conflict in eastern Ukraine, UNFPA participates in the development and implementation of the annual Humanitarian Response Plans (HRPs) of the United Nations Humanitarian Country Team in Ukraine to provide support to internally displaced persons (IDPs), returnees, host communities and people who remain in the conflict areas. More specifically, UNFPA mostly contributes to the work of health and protection clusters within the HRPs and leads the gender-based violence (GBV) sub-cluster.

UNFPA is seeking highly-motivated candidates that share our passion of making a sound contribution to creating a Ukrainian society free from domestic and gender-based violence. We need strong professionals who are transparent, committed to excellence and keen to transform, inspire and deliver high impact and sustained results.

**Job Purpose:**

The UNFPA GBV programme presently covers twelve regions of Ukraine, including most affected by the armed conflict (Donetsk and Luhansk), and focuses on the delivery of the following outcomes:

1. Further development of social and institutional environment that will contribute to zero tolerance and eradication of violence against women in Ukraine;
2. Ensuring that in Ukraine majority of gender-based violence survivors seeks and have access to good quality survivor centred services;
3. Contributing to building strong national (GoU) ownership over the existent GBV response mechanisms and frameworks in order to ensure sustainability.

Programme Associate works in a client, quality and outcome-oriented manner in close collaboration with GBV Programme Team members, all units of the UNFPA Country Office (CO), UNFPA implementing partners (IPs), as well as personnel of other UN agencies to exchange information and to ensure smooth programme streams functioning. S/he plays a vital role in planning, coordination, and monitoring of programme activities with corporate sector and women empowerment initiatives. S/he will be responsible for contributing to the achievements of programme’s objectives and developing innovative GBV prevention initiatives throughout the programme life cycle. The Programme Associate supports GBV Programme Manager by providing analytical and administrative support and information required to make programmatic decisions.

**Major Duties and Responsibilities:**

**A. Coordination of work with corporate sector**

* Coordinate implementation and ensure oversight of the projects on engagement of corporate sector in GBV prevention and response under the overall guidance of GBV Programme Manager;
* Strengthen cooperation with corporate sector in developing innovative GBV response and prevention initiatives (capacity building of corporate sector, including via tailored learning course; collaboration within the network of signatories of Declaration for Gender Equality and GBV Prevention);
* In consultation with GBV Programme Manager and Gender Analyst, design, implement and monitor women empowerment interventions as part of GBV prevention work of the Programme;
* Ensure adjustment of the designated project streams activities to COVID-19 response, including piloting innovative digital solutions and online modalities;
* Analyse designated project streams implementation and provide regular updates to GBV Programme Manager highlighting achieved progress, bottlenecks and possible solutions;
* Prepare regular updates/briefs as required by GBV Programme Manager and UNFPA senior management;
* Provide comprehensive, outcome-oriented, evidence-based inputs to progress reports required by UNFPA and donors;
* Ensure visibility of UNFPA and GBV Programme through public relations, advocacy, working with the mass media and other communications activities.

**B. Programme support:**

* Prepare analytical notes, briefs and presentations of desk-review findings on GBV Programme related thematic queries;
* Draft programme related correspondence, meeting minutes, TORs and other documents necessary for programme management, translate programme related documents, provide interpretation when required;
* Participate in data collection, analysis and maintenance of programme files and GBV Programme related databases, including database of contacts of governmental and non-governmental institutions, local authorities, CSOs, academia, business etc.;
* Prepare, deliver and provide follow-up to programme activities (meetings, roundtables, conferences, other public activities).

**Administrative, procurement and finance support**

* Provide support to programme financial operations in accordance with UNFPA rules and regulations and relevant Standard Operating Procedures (SOPs);
* Prepare requests for direct payment to Finance unit in accordance with the approved budget;
* Assist with programme procurement and planning, ensure procurement is in accordance with UNFPA Procurement Procedures;
* Provide logistical support to programme activities including travel arrangements, accommodation, collect supporting documents and organise the venue, assist in preparation of travel assignments for missions;
* Perform other tasks as requested by GBV Programme Manager and UNFPA senior management.

**Qualifications and Experience:**

* At least 3 years of relevant professional experience of working in the field of project management, programme/project support service, finance and/or other related fields;
* Experience of working in/with corporate sector will be a strong asset;
* Experience in preparing workshops, seminars, training events, round tables and conferences;
* Strong analytical skills, in particular conducting desk reviews and preparing analytical notes, briefs and presentations in visually compelling ways;
* Knowledge of GBV response and prevention, gender equality, women empowerment will be a strong asset;
* Experience of working on similar positions with international organisations/projects will be considered as an advantage;
* Knowledge of ATLAS system and/or UN procedures and working methods, particularly UNFPA policies and procedures will be an advantage;
* Proficiency in MS Office package, Google applications and teleconferencing tools.

**Education:**

Bachelor Degree in Social Sciences, International Relations, Gender Studies, Project Management, Finance, Business Administration or related field is required.

**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 mobilization
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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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# Please apply [Program Associate, GBV, SB3/Mid](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=32238&SiteId=1&PostingSeq=1) by August 31, 2020