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| **I.Position Information** |
| Job Code Title: Project CoordinatorProject title: Challenging Gender Stereotypes and Practices in the EaP countriesPosition Number: 00155366Department: 54300Reports to: Programme Analyst (Gender)Reports: N/A | Contract modality: Service ContractGrade level: SB3/3Duty Station: Baku, AzerbaijanFamily Duty Station as of Date of Issuance: YesDuration and Type of Contract Modality: 1 (one) year service contract with possibility for extension subject to satisfactory performance |

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| II. Organizational Context |
| UNFPA is the United Nations sexual and reproductive health agency, with the field offices present in more than 150 countries across the world and a large number of people employed as international and local staff members. The UNFPA office in Baku employs a team of eight persons engaged in the implementation of the projects and programmes in the field of family planning, gender equality and population dynamics. The overall objective of the three-year Joint Programme ***“Challenging Gender Stereotypes and Practices in the EaP Countries”***, implemented by UNFPA and UN Women at the regional and national levels, is to address the rpoblems of gender absed discrimination and violence and strengthen equal rights and opportunities for women and men, through shifting social perceptions, gender stereotypes and men’s participation in caretaking. Most specifically, the Programme aims at shifting societal perceptions around gender stereotypes and patriarchal norms limiting women’s rights (Objective 1); improve men’s involvement in care-taking of their children and participation in father’s programmes (Objective 2); and spur the adoption of best practices in perpetrator’s programmes among the ministries of social affairs and Programme for perpetrators in the respective countries (Objective 3). Specifically, the regional component collates global and regional experiences to coordinate activities that will have an impact across all six countries within this proposal, namely Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine. The Azerbaijani share of the programme targets government bodies, civil society organizations, and direct beneficiaries in the communities. It envisions a series of intervention strategies designed to contribute to the respective governments’ efforts in advancing gender equality, including promoting social change and addressing the underlying structural gender barriers and norms with particular emphasis on the phenomena of domestic violence and son preference, as well as changing gender stereotypes and improving gender sensitiveness on the related family policies, all by introducing innovative practices in the framework of the national priorities and the respective international normative charters. The programme proposes to collaborate, particularly at the local and community level, with government bodies, civil society organizations, different non-traditional partners and other UN agencies and multilateral organizations.This project is led by UNFPA in close partnership with UN Women. UNFPA is globally recognized as leading agency in the area of gender equality and prevention of harmful practices against women and girls and has a long experience of addressing challenging gender stereotypes and practices, affecting social change and advancing women’s and girls’ empowerment in the country.This is a Regional Programme funded by the European Union, UNFPA and UN Women. |

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| III. Duties and Responsibilities |
| Under the guidance of UNFPA Programme Analyst (Gender), the Project Coordinator will be responsible for coordination and management of all project components. The specific responsibilities will include:* Ensure efficient management and implementation of the project in accordance with the Project Document, Workplans and the Budget;
* Conduct regular monitoring of project progress against agreed work plans and log-frames;
* Supervise the work of project consultants and sub-contractors;
* Prepare and participate in regular work planning and progress reporting meetings with the project staff, donor and partners;
* Ensure effective use of all project resources;
* Ensure programme/financial accountability for implementation of the project;
* Plan, oversee, implement, monitor and report on all activities of the project;
* Prepare narrative and financial reports in accordance with reporting procedures and timelines;
* Ensure complementarity of actions and lessons learnt across the project;
* Establish good working relationships with related Government officials, CSOs, gender and advisory groups, regional and local authorities and international partners in order to advocate for the achievement of project goals and objectives and ensure information exchange and coordination in the area of GBV;
* Maintain constant communication with the regional project team;
* Ensure that project activities are carried out in accordance with national policies and with a culturally-sensitive and human rights based approach;
* Carry out other duties and tasks as deemed necessary by the Programme Analyst (Gender).
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| **IV. COMPETENCIES** |
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| **Core Competencies:** |  |
| **Innovation***Ability to make new and useful ideas work* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Leadership***Ability to persuade others to follow* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **People Management***Ability to improve performance and satisfaction* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Communication***Ability to listen, adapt, persuade and transform* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Delivery***Ability to get things done* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |

**Technical/Functional Competensies:****Project Management*** Knowledge of project and programme development work and the ability to apply in strategic and/or practical situations

**Partnerships*** Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships

**Working in team*** Ability to work in teams and across units effectively and shows conflict resolution skills

**Self-management/Emotional Intelligence*** Stays calm and maintains composure under stress or during a crisis, keeping disruptive emotions under control
* Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from set-backs
* Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively
* Is realistic about own limits using support mechanisms as needed and maintaining an appropriate work-life balance
* Senses the emotions of others, understanding their perspective, taking an active interest in their concerns
* Fosters a positive outlook and maintains focus during period of stress and heavy work load, inspiring and guiding others towards goal achievement
* Creates a climate of enthusiasm and flexibility, where people feel encouraged to give their best
* Stands up to group pressure, not giving in out of a desire to please or to avoid confrontation and conflict

**Promoting Organizational Learning and Knowledge Sharing - Developing tools and mechanisms*** Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
* Identifies new approaches and strategies that promote the use of tools and mechanisms

**Job Knowledge/Technical Expertise** * Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
* Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
* Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
* Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments;
* Have effective interpersonal and negotiations skills and ability to coordinate complex, multi-stakeholder projects and be able to think in a strategic manner on complex and difficult projects.
* Strong drafting, presentation and reporting skills;
* Excellent written communication skills.

**Client Orientation - Contributing to positive outcomes for the client*** Anticipates client needs;
* Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
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| **V. Recruitment Qualifications** |
| Education: | * Master’s degree in gender studies, human rights or other social sciences.
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| Experience: | * A minimum of three years of project management experience including design, implementation, and monitoring of projects/programmes.
* Experience with the projects on gender equality will be considered an asset.
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| Language requirements: | * Fluency in English and Azerbaijani, both oral and written, is required.
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| How to apply:  | Please follow the links to apply for this position:* <https://www.az.undp.org/content/azerbaijan/en/home/jobs.html>
* <https://jobs.partneragencies.net/erecruit.html>
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