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| **I.Position Information** | |
| Job Code Title: Project Coordinator  Project title: Challenging Gender Stereotypes and Practices in the EaP countries  Position Number: 00155366 Department: 54300 Reports to: Programme Analyst (Gender)  Reports: N/A | Contract modality: Service Contract  Grade level: SB3/3  Duty Station: Baku, Azerbaijan  Family Duty Station as of Date of Issuance: Yes  Duration 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). |
| **IV. COMPETENCIES** |
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| **V. Recruitment Qualifications** | |
| Education: | * Master’s degree in gender studies, human rights or other social sciences. |
| 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. |
| Language requirements: | * Fluency in English and Azerbaijani, both oral and written, is required. |
| 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> |