



JOB DESCRIPTION

Project Officer on gender-responsive family policies

Job title:	Project Officer on gender-responsive family policies
Level:	SB 4.1
Position Number:	152592
Location:	Chisinau, Republic of Moldova
Full/Part time:	Full-time
Fixed term/Temporary:	Service Contract
Rotational/Non Rotational:	Non Rotational
Duration:	1 year (with possibility of extension until 30 November 2022)

The Position:

UNFPA in cooperation with Austrian Development Agency has launched the regional project “Expanding Choices: Gender-Responsive Family Policies for the Private Sector in the Western Balkans and Moldova”. The project is implemented by UNFPA Regional Office for Eastern Europe and Central Asia and Country Offices from Moldova, Albania and Kosovo¹. The regional project aims to expand choices for women so that they can fulfill their career, family and fertility aspirations. The specific objectives are twofold: 1) the private sector champions and implements gender-responsive family policies, in the workplace and 2) governments actively promote and implement gender-responsive family policies. Project Officer will work with both – private sector and with the government to promote, integrate and implement gender-responsible family policies in alignment with EU practices and driven by the data of the Generations and Gender Survey.

Implementation of this project in the Republic of Moldova will be managed by the Project Officer on gender-responsive family policies as part of UNFPA Moldova team.

The Project Officer on gender-responsive family policies will work in close coordination with the Project Officer on the Generations and Gender Programme in order to provide a coherent and consistent policy support to the private sector and Moldovan Government to establish an enabling environment for gender equality and gender-responsive family practices in the overall demographic context.

You will report directly to the UNFPA Programme Analyst on Population and Development.

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. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

¹ References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).



In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

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:

The Project Officer on gender-responsive family policies contributes to the effective and efficient implementation of the Project “Expanding Choices: Gender-Responsive Family Policies for the Private Sector in the Western Balkans and Moldova” funded by the Austrian Development Agency and implemented by UNFPA Regional Office for Eastern Europe and Central Asia and Country Offices from Moldova, Albania and Kosovo².

This project will engage both private sector and government in implementing policies at the national level and in the workplace that enable women and men to reach both their career aspirations and fertility intentions and will be complemented by the Generations and Gender Programme, implemented by UNFPA Moldova and funded by the Ministry of Health, Labour and Social Protection.

Specifically, the project will focus on the following four areas: 1) work with the private sector to promote gender-responsive family policies by raising awareness with companies and working with champion companies; 2) work with the government to commit to gender-responsive family policies; 3) create an enabling environment for gender equality so that family policies can thrive; and 4) build the evidence base and sharing of best practices to further scale this work.

Project Officer on gender-responsive family policies will work with UNFPA Moldova CO, Ministry of Health, Labor and Social Protection, as well as 5-7 private sector ‘champion’ companies, and will be leading day-to-day management, including financial and administrative coordination of the project. Your primary responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

You must coordinate project activities with UNFPA Programme Analyst on Population and Development to ensure alignment of the project activities with UNFPA strategic work at national level in the area of population and development and overall contribution to the UNPFSD.

You would be responsible for:

A. Coordination of programmes on gender-responsive family policies targeting both private sector and Moldovan Government

- Lead project implementation for timely and efficient delivery of project outputs as per Project Document and Work Plans.

² References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).

- Lead the roll-out of the family friendly workplaces toolkit in the Republic of Moldova and provide any technical support required at national level for implementation of activities in the context of the regional project.
- Coordination of the initial environmental scan to identify champion companies that will implement family friendly policies, supervise the internal assessment of current policies and workplace culture and ensure that private sector's companies have necessary toolkits and knowledge to promote Family Friendly Workplaces.
- Manage collective advocacy and innovative communication to engage and sensitize a broad group of potential champion companies on the evidence and value of family friendly policies, drawing upon the business case and analyses of underlining costs and benefits in business specific indicators.
- Mobilize business community, mass-media, CEO, champion companies and government to raise awareness among the public, other private sector companies as well as government in creating an enabling environment and broad public support for gender equality more broadly, and family friendly workplaces specifically.
- Facilitate policy scan and economic analysis on existing gender-responsive family policies and development of policy scenarios on gender-responsive family policies that are data-driven and based on existing practices in EU countries (taking into account OECD experience). Engagement of key stakeholders on policy scenarios and potential impact of policies.
- Ensure coordination between efforts with private sector, public sector and government focal points, to integrate good practices and learn from experience of different stakeholders in changing the work culture and institutional support for gender-responsive family policies.
- Maintain efficient communication between UNFPA and the Ministry of Health, Labour and Social Protection, Implementing Partners and national counterparts for effective achievement of results, anticipating and resolving complex programme/project-related issues and information delivery, with profound knowledge of gender-responsive family policies and rights-based policies.
- Present work-plans, periodic narrative progress reports and expenditures status reports to Austrian Development Agency and UNFPA Country Office, anticipating and flag any deviations from the work plans immediately, and presenting for consideration solutions for resolving complex project-related issues;
- Apply UNFPA programming tools and policies. Keep abreast of UNFPA programming practices and maintain an optimum level of knowledge by continuous learning.
- Contribute to the wide communication, dissemination and visibility of project achievements in an innovative manner.
- Ensure comprehensive planning and full engagement of national counterparts in implementing the project in Moldova, and addressing in a result-oriented manner any emerging issues.
- Coordinate the research, policy research and development of policy scenarios based on GGS, in alignment with recommendations of the International Advisory Panel on Population and Development.

B. Ensure financial and administrative management of the project

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Assist the UNFPA Programme Analyst on Population & Development in the development of annual activity and procurement work plans as well as budgets based on expected year-end outputs;
- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare and submit project progress reports and expenditure and programme budget status reports;
- Perform necessary operations in Global Programming System module in ATLAS;
- Management of individual consultants (national and international) applying best practice HR tools and mechanisms;
- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- Ensure that contractual processes follow the stipulated UNFPA procedures;
- Plan, schedule and co-ordinate travel and logistics for meetings, conferences and special events, prepare and issue contracts.
- Support the activity of the other colleagues in the office by ensuring the programme cohesion and synergy and pursuing integrated approach in project implementation.

Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:

Advanced university degree (minimum Masters or equivalent) in demography, sociology, social work, gender equality, psychology, public policies or related discipline.

Knowledge and Experience:

- 4 years of relevant professional experience at the national or international level in the field of gender equality, demography, social development, public policy or sociology.
- Previous experience in social or public policy, with focus on gender-responsive family policies, policy design, cost-benefit analysis, promotion of gender equality, economic implications of social changes and development would be a distinct advantage.
- Previous experience in development assistance or related work for an NGO, governmental institution or donor organization.
- Previous experience in working with private sector and / or on developing gender transformative programmatic approaches and communication strategies on gender equality issues would be a distinct advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Languages:

- Fluency in both oral and written English and Romanian.
- Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

Required Competencies

Values: <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	Functional Competencies: <ul style="list-style-type: none"> • 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
Core Competencies: <ul style="list-style-type: none"> • 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 	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

This is a local position, therefore only citizens of the Republic of Moldova or others legally authorized to work in the country are eligible to apply.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.