

Women Economic Empowerment at UN Women

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Job Description

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In July , the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. In doing so, UN Member States took an historic step in accelerating the Organization's goals on gender equality and the empowerment of women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system, which focused exclusively on gender equality and women's empowerment:

Duties and Responsibilities

Design and develop programme strategies in the area of women's economic empowerment.

Design and formulate programme/ project proposals and initiatives that integrates WEE;

Draft inputs to country strategy documents, briefs, policy dialogue and other documents related to women's economic empowerment.

Manage the implementation and management of the women's economic empowerment programme

Finalize the annual workplan and budget and manage their implementation;

Manage the technical implementation of the programme/project; ensure synergies with other teams;

Manage the submission of implementing partner financial and narrative reports;

Provide guidance to personnel and partners on Results Based Management tools and performance indicators;

Organize Project Steering Committee, project review and/or evaluation meetings, as needed.

Manage technical assistance and capacity development to project/programme partners

Manage the implementation of technical advice and guidance.

Develop and implement technical tools, and WEE related initiatives

Build and manage relationships with national partners to support implementation and expansion of the women's economic empowerment programme; respond to any potential problems.

Identify capacity building needs of partners and lead the coordination of technical assistance, mentoring, training and capacity development initiatives to partners.

Manage the monitoring and reporting of the programme/ project

Manage the monitoring of programme/ project implementation and finances using results-based management tools;

Oversee field missions and review reports on monitoring missions;

Write quarterly reports and donor reports, focusing on results, output and outcomes;

Contribute to office donor and UN Women reports.

Lead and manage people and financial resources of the women's economic empowerment programme

Manage the programme budget and draft financial reports;

Play the role of WEE Team Lead and supervise Programme Analysts, Technical Specialists and other WEE Team members; Mentor and coach personnel and conduct performance assessments;

Oversee recruitment processes, as necessary.

Build partnerships and support in developing resource mobilization strategies

Develop and implement partnerships and resource mobilization strategies;

Finalize relevant documentation on donors and potential opportunities for resource mobilization;

Analyze and research information on donors, prepare substantive briefs on possible areas of cooperation, identification of opportunities for cost sharing.

Contribute to inter-agency coordination on women's economic empowerment to achieve coherence and alignment of UN Women programmes with other partners in the country.

Provide technical support to the Country Representative and Deputy Country Representative on inter-agency coordination related activities by attending meetings, events, and participating in groups and committees as needed;

Coordinate with other UN agencies, government departments, donors and NGOs to ensure the projects' capacity development programme is harmonized and aligned with other in-country efforts.

Manage advocacy, knowledge building and communication efforts

Develop and review background documents, briefs and presentations related to the women's economic empowerment;

Represent UN Women in meetings and policy dialogues on issues related to women's economic empowerment as necessary;

Develop advocacy strategies and oversee their implementation;

Identify best practices and lessons learned to guide programme improvement and strategy planning;

Develop knowledge management strategies, products and methodologies on women's economic empowerment.

Key Performance Indicators

Timely and quality programme design and inputs to Strategic Note

Timely and quality of programme delivery in line with budget and workplans, and in line with

all UN Women operational rules and regulations, including security

Timely and quality monitoring and evaluation of programmes

Relations with partners and stakeholders

Quality reports and timely submission

Regular communication with other agencies and partners

Quality of advocacy and communication initiatives.

Competencies

Core Values:

Respect for Diversity

Integrity

Professionalism

Core Competencies:

Awareness and Sensitivity Regarding Gender Issues

Accountability

Creative Problem Solving

Effective Communication

Inclusive Collaboration

Stakeholder Engagement

Leading by Example

Functional Competencies

Strong programme formulation, implementation, monitoring and evaluation skills

Strong knowledge of Results Based Management

Ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making

Strong knowledge of Women Economic Empowerment Programming

Strong analytical skills

Ability to identify and analyze trends, opportunities and threats to fundraising and develop strategies.

Required Skills and Experience

Education and certification:

Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required

A project/programme management certification would be an added advantage.

Experience:

At least 8 years of progressively responsible work experience at the national or international level in design, planning, implementation, monitoring and evaluation of development projects;

Technical experience in Women Economic Empowerment;

Experience coordinating and liaising with government agencies and/or donors is an asset;

Experience working in the UN System is an asset;

Knowledge of Kenya and the Great Lakes region is an asset;

Experience in leading a team is an asset.

Language Requirements:

Fluency in English and Swahili is required;

Working knowledge of another official UN language is an asset;

Knowledge of any Kenyan local language is an asset.

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