 Terms of Reference
Programme Manager on Elimination of Gender Based Violence
UN Women Rwanda Country Office

Position Information

Job title: Programme Manager Elimination of Gender Based Violence
Location: Kigali, Rwanda
Type of contract: Service Contract
Post Level: SB5
Languages required: English and Kinyarwanda
Starting Date: 5 July 2017
Duration of initial contract: One Year

Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The UN Women Rwanda Country Office works alongside other UN agencies to support the Government of Rwanda in achieving national development priorities, the Sustainable Development Goals (SDGs) and other international development aspirations. The Government of Rwanda has demonstrated great commitment towards promoting gender equality and ending Gender Based Violence (GBV). However, despite Rwanda’s success in this regard - according to the Global Gender Gap Report 2016, the country is ranked 5th worldwide and 1st in Africa in promoting gender equality – Rwandan women still face gender-specific obstacles and Violence against Women (VAW) remains a challenge in the country.

As part of UN Women’s commitment to support the Government of Rwanda in preventing GBV and in providing support to victims thereof, UN Women participates in a two-year project in the area of counter-trafficking. The USAID funded project “Improving Knowledge, Enforcement and Coordination in Counter Trafficking” is led by the International Organization for Migration (IOM) and implemented jointly by IOM, the United Nations Population Fund (UNFPA), UNICEF and UN Women. It aims to strengthen the capacity of the government and civil society organizations to effectively respond to cases of human trafficking.

Under this program, UN Women Rwanda seeks to recruit a Programme Manager on Elimination of Gender Based Violence to support the implementation and coordination of above described project. The successful candidate will work under the direct supervision of the National Program Officer and the overall guidance and direction of the Deputy Representative, as well as in close collaboration with other staff at
the Country Office, UN Women Regional Office, other UN agencies, Government, donors and civil society as required to achieve the project objectives.

Duties and Responsibilities

**Lead the management and implementation of EVAW programme**

- Ensure the implementation of the EVAW programme as per agreed workplan.
- Ensure timely implementation of projects activities and monitor the proper use of funds according to signed agreements and work plans.
- Regularly review planned activities, and make necessary modifications when needed in response to any emerging circumstances.
- Regularly monitor and control project expenditures in the financial management system (Atlas) ensuring that all transactions are correctly recorded and posted.
- Monitor the work of partner organizations and consultants contracted under projects through conducting regular meetings, field visits and workshops to ensure open channels of communication and cooperation, as well as timely submission of quality progress reports and agreed deliverables.
- Ensure the effective monitoring of project implementation (activities and finance) using results based management tools.
- Prepare quarterly reports and donor reports.
- Maintain project files (both electronic and physical files).
- Prepare regular financial reports
- Prepare procurement plans for the assigned project(s), support their implementation and ensure full compliance of procurement activities with UN/UN Women rules, regulations, policies and strategies.

**Support to the formulation of EVAW programme strategies.**

- Provide support into the design and formulation of programme proposals and initiatives; identifying priority programmatic areas.
- Contribute to the development of technical documents, such as concept notes, and clear action plans for each project activity; prepare terms of reference, memoranda of understanding, project cooperation agreements, and letters of agreement with government and non-governmental partners.
- Organize periodic consultations with key stakeholders, women leaders, human rights experts and UN partners to gather inputs on programme design and implementation, as necessary.
- Identify sources, and gather and compile data and information for the preparation of documents, guidelines and position papers related to ending violence against women.
Oversee technical assistance and capacity development of implementing partners
- Provide technical advice to partners as needed.
- Build, manage, and expand relationships with national partners to support implementation and expansion of the programme; responding to emerging challenges.

Lead advocacy, knowledge building and communication efforts
- Support synthesis of lessons learnt and best practices related to programme management (both technical and financial).
- Represent UN Women in meetings and policy dialogues on issues related to EVAW.
- Support office communication and advocacy efforts.
- Provide feedback and support to the development of knowledge products.
- Participate in inter-agency UN coordination fora as needed.

Build partnerships and support in developing resource mobilization strategies
- Support the implementation of partnership and resource mobilization strategies.
- Support partnership building efforts with national and international partners including the donors.
- Support donor relations and identify opportunities for resource mobilization

Key deliverables:
The Programme Manager is expected to lead the effective coordination and implementation of the project “Improving Knowledge, Enforcement and Coordination in Counter Trafficking” and to contribute to UN Women Rwanda’s objectives on the enhancement of gender equality and the elimination of GBV. Details of the deliverables will be determined and agreed upon with the immediate supervisor in the individual work plan Performance Management Development (PMD) plan of the staff.

Impact of Results
By helping ensure effective design, planning, management, implementation, and monitoring and evaluation of assigned sectorial/thematic areas, and building networks and helping mobilize resources for these areas, the incumbent enhances the organization’s capacity and credibility in implementing highly effective programs with strong impact.

The position has an impact on the overall effectiveness and success of UN Women interventions and activities in the area of EVAW, which impact in turn on the overall effectiveness of the UN Women program in the UN Women Rwanda Country Office.

Competencies

Core values:
- **Integrity**: Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
• **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

• **Cultural sensitivity and respect for diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

• **Ethics and Values:** Demonstrate and safeguard ethics and integrity.

**Core competencies:**

• **Organizational Awareness:** Demonstrate corporate knowledge and sound judgment.

• **Development and Innovation:** Take charge of self-development and take initiative.

• **Work in teams:** Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

• **Communicating and Information Sharing:** Facilitate and encourage open communication and strive for effective communication.

• **Self-management and Emotional Intelligence:** Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.

• **Conflict Management:** Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.

• **Continuous Learning and Knowledge Sharing:** Encourage learning and sharing of knowledge.

• **Appropriate and Transparent Decision Making:** Demonstrate informed and transparent decision making.

**Functional competencies:**

• Ability to support the formulation, implementation, monitoring and evaluation of development programs and projects;

• Knowledge of Results Based Management principles and approaches;

• Demonstrated knowledge of gender equality and the elimination of GBV;

• Ability to establish and maintain broad strategic networks and partnerships;

• Sound organizational skills and ability to pay close attention to detail;

• Demonstrated good oral and written communication skills.

**Required Skills and Experience**

**Education:**

• Master’s degree or equivalent in international development, economics, social sciences, and/or another relevant field required.

**Experience:**

• At least 5 years of progressively responsible experience at the national or international level in design, implementation, monitoring and evaluation of development projects;

• Demonstrated experience in the organization of workshops and delivery of trainings;

• Technical experience in gender equality and the elimination of GBV;

• Experience in working with governments is desirable;
• Prior experience working with UN Agencies is an asset.

Language:
• Fluency in English and Kinyarwanda required.
• Working knowledge of French is an asset.

Mode of submission of the application

The application file including motivation letter addressed to UN Women Representative, copies of academic and professional certificates and Curriculum Vitae will be submitted in a properly sealed envelope and deposited to UN Women Office reception located in Kiyovu, 12 Avenue de l’Armée no later than Friday 23 June 2017 at 5pm local time or post the application at the link http://jobs.undp.org.