



VACANTE

3 de diciembre de 2018

Convocatoria: UNFPA MÉXICO 017- 2018

Título: **COORDINADORA/COORDINADOR DE PROYECTOS “ELLA DECIDE”**

Términos de Referencia: Adjuntos

Duración del contrato: Del 1 de enero de 2019¹ al 31 de diciembre de 2019 con posibilidad de extensión de acuerdo al desempeño y disponibilidad de fondos.

Las personas interesadas deberán enviar una carta de intención dirigida al Sr. Arie Hoekman, Representante del UNFPA, señalando cómo su experiencia se adecua al perfil solicitado. Deberán anexar, además:

- *Currículum vitae* y el Formulario P11 (adjunto) debidamente completado y firmado

Los documentos deberán ser enviados al correo electrónico buzon.oficial@unfpa.org.mx con copia a cardoso@unfpa.org, indicando el número y título de la vacante.

Fecha límite de
Recepción de
Solicitudes:

14 de diciembre de 2018 a las 10:00 pm

IMPORTANTE. Está vacante está abierta para personas con nacionalidad Mexicana y para personas de otras nacionalidades que cuenten con visa de trabajo en México vigente.

- *“Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección”*
- *“El UNFPA no solicita ni indaga información con respecto al VIH o al sida en el caso de cualquier candidato/a. Asimismo, en ningún caso ejerce discriminación sobre la base del status de cada persona con respecto al VIH o el sida”.*
- *Debido al gran número de solicitudes recibidas, UNFPA sólo se pondrá en contacto con las/los solicitantes que hayan sido preseleccionadas/os para entrevista.*
- *El UNFPA está comprometido con la diversidad laboral en términos de género, nacionalidad y cultura. Todas las personas que cumplan con el perfil profesional solicitado, independientemente de su género, son alentadas a participar.*

¹La fecha de inicio del contrato podrá variar dependiendo de la disponibilidad de la persona seleccionada. Sin embargo, se espera poder iniciar actividades para la fecha mencionada.

Terms of Reference

Project Coordinator “SheDecides”	
Organizational Location	The Project Coordinator will be based in the UNFPA Country Office (CO) in Mexico City, Mexico. She/he reports directly to the UNFPA Representative resident in Mexico.
Background and Justification	<p>SheDecides was launched at the start of 2017 as a movement to support the fundamental rights of girls and women to decide freely and for themselves about their sexual lives, including whether, when, with whom and how many children they have. SheDecides began with two words and has rapidly evolved into a growing global movement which is guided by the vision in the SheDecides manifesto: A new normal where girls and women decide about their bodies, their lives, their futures, without question.</p> <p>The initiative was initially started with the support of several European Governments, but quickly found many more supportive governments, as well as non-governmental organizations, and private sector entities. By the end of 2017 it counted over 40,000 friends of She Decides and 450 global champions among government representatives, youth leaders and others. Its total financing had come to US\$ 400 million in that first year.</p> <p>On 2 March 2018, the first SheDecides Day was held and regional SheDecides movements were started, while individual country initiatives also started, such as in Brazil.</p> <p>Starting in 2019, the UNFPA office in Mexico, together with several government and non-governmental partner organizations, private sector, as well as international partners, aims to promote SheDecides in Mexico. To that end, UNFPA intends to contract a project coordinator.</p> <p>The Project Coordinator provides overall leadership, and is responsible for effective project development, implementation and delivery. He/she ensures results-based management and transparent administration of the project activities. The Project Coordinator maintains existing and builds new strategic alliances with key decision makers among funding and national and international stakeholders.</p>
<u>Primary Responsibilities/ Expected Results</u>	<ul style="list-style-type: none"> • Establishes and maintains close communication with <i>SheDecides</i> Initiatives in other countries and with the regional and global movement. • Maintains up-to-date information on the <i>SheDecides</i> initiative and sound knowledge on the best technical and operative practices to promote the <i>SheDecides</i> initiative in Mexico • Creates and delivers effective evidence-based advocacy messages to promote the <i>SheDecides</i> initiative among governmental and non-governmental organizations in Mexico, taking into account political and socio-cultural sensitivities. • Integrates innovative policies and strategies focused on results into the design and formulation of the <i>She Decides</i> project and possible sub-projects at State level. • Ensures integration of substantive programming policies, methodologies and tools (results based management, gender-sensitive programming,

application of theories of change, etc.) in project design, implementation, monitoring and evaluation.

- Ensures:
 - timely preparation of annual work plans and budgets for the individual projects under his/her responsibility;
 - timely and correct implementation of these projects under direct (DEX) or national execution (NEX) modalities, in compliance with UNFPA's financial and administrative rules and procedures;
 - close financial monitoring of these projects;
 - corrective actions as required in response to NEX or internal audit observations;
 - close monitoring and evaluation of these projects;
 - timely reporting on the implementation of the projects, including the timely submission of donor reports;
 - coordination and evaluation of external consultants and technical experts;
 - identification of deviations, risks and opportunities, as well as other aspects that could affect the project, or any of the sub-projects; and
 - implement corrective actions in consultation with the Representative.
- Participates in the mid-year and annual review meetings with counterparts to assess progress of the project.
- Assists in the meetings of the National Coordination and Evaluation Committee of UNFPA and takes responsibility for the presentation of the results and planned activities of the project.
- Provides technical advice in the area of his/her technical expertise, to counterpart organizations, as well as CO colleagues, and colleagues of other UNFPA CO if so required.
- Maintains existing and builds new strategic alliances with key decision makers among funding and national and international stakeholders.
- Prepares general cooperation agreements and co-financing agreements for the She Decides project(s)
- Mobilizes co-financing resources for the projects under his/her responsibility.
- Assists other members of the programme team in their efforts to mobilize resources for other programme outputs.
- Contributes to the CO's annual work plan, quarterly monitoring and the CO's annual report concerning the specific indicators and milestones pertaining to the SheDecides Initiative.
- Establishes a She Decides Steering Committee and acts as its Technical Secretary (setting agenda, preparing reports and minutes of meetings, among others)
- Coordinate and supervise personnel assigned to the project over time.
- Participate in internal staff and management meetings of UNFPA Mexico.

Duration and time allocation :	One year, from 1 January 2019 till 31 December 2019. The post can be extended, provided satisfactory performance and availability of project funds. The time allocation for this post is set at 80%
Work relations	The Project Coordinator will work under the guidance and direct supervision of the Representative:
Job requirements	<p><u>Education:</u> Master’s degree or PhD in Public Health, Medicine, or Social Sciences.</p> <p><u>Knowledge and Experience:</u></p> <ul style="list-style-type: none"> • At least fifteen years of progressively responsible professional experience in fields related to sexual and reproductive health, women’s health and women’s empowerment, including programme design, appraisal and management. • At least fifteen years of demonstrable experience in advocacy and policy dialogue, as well as resource mobilization • Good knowledge of strategic planning methods and practices, as well as programming and managerial processes. • Good understanding of the country’s political environment. • Proven ability to lead and manage teams to achieve demonstrable results. • Excellent written and oral communication skills to foster engaged partnerships at a high level of representation and to maintain political partnerships. <p><u>Competencies and Functional Skills:</u></p> <ul style="list-style-type: none"> • Analytical skills and ability to synthesize, as well as to break down complex goals into different outputs, projects and work plans. • Organizational leadership and direction. • Communication, negotiation, conflict resolution, coaching and supervisory skills. • Advocacy and advancing a policy-oriented agenda. • Operational effectiveness and accountability for results • Internal and external communication and advocacy for resource mobilization. • Building of strategic alliances and partnerships • Leveraging resources of national and subnational governments and other partners • Well versed in the use of computers and office-oriented suite of programs, the Internet and ICT driven communications <p><u>Languages:</u></p> <ul style="list-style-type: none"> • High Proficiency in English and Spanish is required, both oral and in writing.
Level:	SB5 According to the current United Nations System salary scales for service contractors.
Other information:	PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF MEXICO OR FOREIGNERS WITH VALID WORKING VISA