



VACANTE

21 de enero de 2019

Convocatoria: **UNFPA México 006- 2019**

Título: Asociada/o de Proyecto/ Spotlight Initiative

Términos de Referencia: Adjuntos

Duración del contrato: Del 18 de febrero¹ de 2019 al 18 de febrero de 2020².

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:

- *Curriculum 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 para la recepción de solicitudes: 4 de febrero de 2019 a las 17:30 horas.

- *Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección.*
- *El UNFPA no solicita ni indaga información sobre el estado de cualquier candidata/o con respecto al VIH o el sida, Asimismo, en ningún caso ejerce discriminación sobre la base del estatus de cada persona con respecto al VIH o el sida.*
- *Debido al gran número de solicitudes esperadas, UNFPA sólo se pondrá en contacto con las/los solicitantes que haya 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.*

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

² El contrato puede extenderse más allá de esta fecha, según la evaluación de desempeño y la disponibilidad de fondos.

TERMS OF REFERENCE

Project Associate/ Spotlight Initiative	
Organizational Location:	<p>Under the direct supervision of the Project Coordinator, the Project Associate works closely with and provides support to other team members of the Spotlight Initiative for the effective implementation of the UNFPA led activities under the Spotlight Initiative, in line with the Country Programme Document (CPD).</p> <p>The Project Associate will be based at the UNFPA Country Office located in Mexico City. She/he will work in close collaboration with other UNFPA operations and programme staff, and with relevant technical staff at UNFPA regional office or Headquarters.</p>
Background and Justification:	<p>Violence against women and girls (VAWG) is a pandemic whose most extreme manifestation in Mexico resulted in the murder of 2,746 women in 2016, an estimate of 7.5 women per day. VAWG is one of the most devastating, persistent, embedded, and unfortunately tolerated forms of human rights violation in the world. This violence is both a cause and consequence of gender inequality and discrimination. The different forms of VAWG are part of a continuum exercised against them on a regular and systematic basis at all levels of their lives, which is rooted in the sexist cultural models. It is also exacerbated, as well, by economic inequality, discriminatory regulations, organized crime, enforced disappearance and a deficient access to justice which prevents impunity. The ultimate form of this kind of violence is femicide.</p> <p>According to the National Survey on Dynamics of Household Relationships (ENDIREH, 2016), in Mexico, 66.1% of women, aged 15 or above have suffered from violence at some point in their lives; 60% of adolescents (between 15 and 17) have experienced at least one episode of violence in their life. Additionally, a considerable proportion of the victims of citizen insecurity and violence in the country are women and girls, since disappearances, trafficking in persons for sexual exploitation and sexual violence affect them disproportionately compared to their male counterparts.</p> <p>On September 27, 2018, the UN and the European Union, in a global alliance, launched the Spotlight Initiative to Eliminate Violence against Women and Girls. This alliance promotes the assumption of political commitments at the highest level and contributes to the achievement of the Sustainable Development Goals (SDG) and, in particular, to Objective 5 on gender equality. The Spotlight Initiative will make specific investments on a large scale in Asia, Africa, Latin America, the Pacific and the Caribbean, and focuses on all forms of violence against women and girls that exist and potentiates gender inequality, with a special focus on attention to domestic violence; sexual and gender-based violence; harmful traditional practices; trafficking in persons and sexual and economic (labor) exploitation.</p> <p>In Mexico, the Spotlight Initiative seeks to address the problem of femicide in a holistic way. For this, the Country Programme (CP) has six pillars and places special emphasis on strengthening prevention strategies that reduce risk margins, modify patriarchal social structures, strengthen equality between men and women, and reduce impunity.</p>

	<p>To achieve an adequate and sustainable transformation in the reduction of feminicidal violence, the Spotlight Initiative seeks: (a) the existence and application of non-discriminatory laws and appropriate sanctions, which are monitored and evaluated by (b) institutions with trained personnel and mechanisms for functional coordination with other institutions, together with (c) other decision makers who change stereotypes and gender roles, and who effectively prevent violence, through (d) quality services and (e) quality public information , together with (f) an autonomous and professional civil society.</p> <p>The CP will be implemented according to six results areas:</p> <ul style="list-style-type: none"> • Outcome 1: Legislative and policy frameworks, based on evidence and in accordance with international human rights standards on all forms of VAWG, are in force and are implemented in plans. • Outcome 2: National and subnational systems and institutions plan, fund and offer evidence-based programs that prevent and respond to VAWG, and include other sectors. • Outcome 3: Social standards, mindsets, and behaviors on gender equality change at a community and individual level to prevent VAWG. • Outcome 4: Women and girls experiencing violence use available, accessible, acceptable and quality essential services, including the long-term recovery of violence. • Outcome 5: World-class quality, disaggregated and comparable data on the different forms of VAWG are collected, analyzed and used in accordance with international standards to have an impact on political laws and programs. • Outcome 6: Women's rights groups, autonomous social movements and relevant civil society organizations, including those representing youth and groups that face intersectional forms of discrimination, influence and advance more effectively the elimination of VAWG <p>UNFPA Mexico will be in charge of leading the outcomes 3 and 4, as well as being one of the implementing agencies for outcome 5.</p> <p>The municipalities selected for the implementation of the Spotlight Initiative are: 1. Ciudad Juárez; Chihuahua 2. Chihuahua, Chihuahua. 3. Ecatepec de Morelos, State of Mexico. 4. Naucalpan de Juárez, State of Mexico. 5. Chilpancingo de los Bravo, Guerrero.</p>
<p>Primary Responsibilities/Expected Results:</p>	<p>Provide substantive technical support for the implementation of the Spotlight Initiative CP, with an emphasis in the area of essential services for victims of VAWG.</p> <ul style="list-style-type: none"> • Coordinate the implementation of activities under UNFPA responsibility on outcome 4, related to essential services for women and girl’s victims of violence, in close coordination with other UN implementing agencies. • Contribute to the implementation of activities under UNFPA responsibility on outcomes 3 and 5 in close coordination with the Project Coordinator. • Contribute to maintain an active, positive and updated communication with implementing partners, implementing agencies and other partners involved in the project implementation. • Provide technical guidance to the Spotlight Initiative implementing partners and executing agencies on routine delivery and reporting of programme supported activities and finances;

- Review data from programmes/projects for the Spotlight Initiative website;
- Identify sources, and gather and compile data and information for the preparation of documents, guidelines, speeches and position papers
- Prepare public information materials and briefing packets;
- Assemble briefing materials and prepare power-point and other presentations

Provide technical support to the management of the Spotlight Initiative

- Provide support in the preparation of programme work plans, budgets, and proposals on programme implementation arrangements.
- Provide support for the financial management of the Spotlight activities under UNFPA responsibility (including project and budget creation, budget monitoring and revisions, monitoring level of execution) and provide inputs to the Project Coordinator for decision making;
- Prepare financial and narrative reports on the project execution;
- Provide coordination, logistical and facilitation support to the programme implementation
- Prepare information for the audit of programmes/ projects and support implementation of audit recommendations;

Provide technical support to Resource Mobilization

- Contribute to the identification and engagement with new partners for resource mobilization.
- Prepare cost-sharing budgets and agreements; follow up on contributions within the Spotlight Initiative resource mobilization efforts;
- Organize, compile and process information from donors, Spotlight Initiative, and programme team, as inputs to various databases and documents.

Facilitate knowledge building and knowledge sharing

- Provide technical inputs for advocacy campaigns, events, trainings, workshops and knowledge products;
- Contribute to the identification of lessons learned, good practices and systematization of the experience.

Provide technical support to implementing partners, civil society organizations (CSO), service providers and consultants

- Provided guidance to implementing partners, contractors and consultants on the administrative and financial rules, regulations and procedures to be observed during their relationship with UNFPA
- Provide administrative, drafting and coordination support to preparing communications, contracts, agendas.
- Provide technical support and arrangements for monitoring visits
- Maintain records of all programme personnel and consultants and their respective status

Key Performance indicators:

- Timely and quality substantive inputs programme strategies and activities;
- Full compliance of administrative activities with UNFPA rules, regulations, policies and procedures;

	<ul style="list-style-type: none"> • Positive relationship with partners and stakeholders • Timely recording of financial and administrative processes as required • Timely and accurate tracking of data for CO management and donor purposes; • Quality maintenance of internal systems. • Duly recording and filing of all official documentation related to the programme implementation.
Duration and time allocation:	<p>12 months, from February 18th 2019 till February 18th 2020. The post may be extended, based on performance evaluation and availability of funds. This is a full time position.</p>
Work relations:	<p>The Project Associate will work under the direct supervision of the UNFPA Project Coordinator for the Spotlight Initiative.</p>
Job Requirements:	<p>Education:</p> <ul style="list-style-type: none"> • First-level university degree or equivalent in social sciences, Human Rights, gender/women's studies, international development, or a related field is required. • Complementary studies on gender, human rights, public policies will be highly valued. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least 5 years of progressively responsible experience in administration or programme management/support; • Experience in project development related to gender based violence, with an emphasis on essential services for victims. • Extensive knowledge on Office package tools as Word, Power Point and Excel. • Experience in the use of ERP systems such ATLAS is an asset; • Experience in supporting a team. <p>Core Values:</p> <ul style="list-style-type: none"> • Respect for Diversity • Integrity • Professionalism <p>Core Competencies:</p> <ul style="list-style-type: none"> • Awareness and Sensitivity Regarding Gender Issues • Accountability • Creative Problem Solving • Effective Communication • Inclusive Collaboration • Stakeholder Engagement • Leading by Example <p>Functional Competencies</p> <ul style="list-style-type: none"> • Good knowledge of programme management; • Ability to administer and execute administrative processes and transactions; • Ability to create, edit and present information in clear and presentable formats;

	<ul style="list-style-type: none">• Ability to manage data, documents, correspondence and reports information and workflow;• Strong financial and budgeting skills;• Strong IT skills Languages: <ul style="list-style-type: none">• Proficiency in English and Spanish is required, both oral and in writing.
Level	SB3 according to the current United Nations System salary scales for service contracts
Other information:	PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO MEXICANNATIONALS OR FOREIGNERS WITH VALID WORKING VISA