



VACANTE

18 de junio de 2021.

Convocatoria: UNFPA México 021- 2021

Título: Coordinador/a de Programa para la Implementación de las Recomendaciones y Compromisos en Materia de Derechos Humanos, Género y Desapariciones Forzadas.

Términos de referencia: Adjuntos

Duración del contrato: Un año con posibilidad de extensión

Fecha límite para la recepción de postulaciones: 2 de julio de 2021 a las 17:30 horas.

Las personas interesadas deberán llenar el formulario que se encuentra en la siguiente liga:
<https://docs.google.com/forms/d/e/1FAIpQLSccq7AxFJDE>

En el mismo formulario deberán adjuntar una carta de intención dirigida a la Sra. Leonor Calderón Representante, a. i. del UNFPA en México, señalando cómo su experiencia se adecúa al perfil solicitado.

Además, deberán anexar:

- *Curriculum Vitae* y el formato P11 debidamente completado y firmado.

Favor de tomar en cuenta que el formulario en línea no permite guardar y continuar más tarde.

Favor de tomar en cuenta que no es posible someter dos respuestas.

Para cualquier aclaración acerca de la vacante, favor de dirigirla a vacantes-mexico@unfpa.org indicando el número y título de la vacante.

IMPORTANTE. Está vacante está abierta para personas con nacionalidad mexicana

Otra información relevante:

Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección.

El UNFPA está comprometido con la diversidad en el lugar de trabajo en términos de género, nacionalidad y cultura. Se anima a participar a todas las personas que cumplan con el perfil profesional solicitado, independientemente de su identidad de género.

El UNFPA tiene una política de tolerancia cero para todas las formas de explotación, abuso y acoso sexuales, ya sea contra un receptor de asistencia o compañeros de trabajo. De acuerdo con lo anterior, tomará las medidas necesarias para asegurar que las personas seleccionadas no estén descritas en las listas de personas sancionadas por causas de explotación, abuso o acoso sexual.



Programme Manager- Strengthening National Capacities for the Implementation of International Commitments and Recommendations on Human Rights, Gender and Forced Disappearance.

Job title:	Programme Manager – Missing persons
Level:	SC/SB5
Position Number:	TBD
Location:	Mexico City, Mexico
Full/Part time:	Full-Time
Rotational/Non Rotational:	Non-Rotational
Starting date:	1 July, 2021
Duration:	Twelve months (renewable)

Background:

UNFPA, the United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person's potential is fulfilled.

The UNFPA Country Programme in Mexico 2020-2024 contemplates the protection of human rights and the prevention of gender based violence as a strategy for meeting the national and international goals adopted by the country, and achieving sustainable and equitable development at the national and subnational levels. Interventions address implementation gaps in policy frameworks, and strengthening institutional capacities at the subnational level. Interventions address implementation gaps in multisectoral public policies focusing on gender based violence, including in humanitarian situations, as well as strengthening the capacities of civil society organizations for social monitoring and compliance with international and national mechanisms recommendations on human rights. In order to accomplish this objective, it establishes partnerships with and mobilizes resources from governmental and non-governmental organizations (NGO), academic institutions, media organizations, and private sector partners.

In collaboration with the Mexican Government, particularly with the Ministry of the Interior through the National Search Commission, UNFPA is supporting a project focused on strengthening national capacities to implement international recommendations on human rights, gender and missing persons.



Among the components of the project is the installation of the Extraordinary Forensic Identification Mechanism (MEIF), which has as its mandate the identification, notification and dignified restitution of bodies awaiting identification in Mexico. The project also seeks to generate evidence on the relationship between forced disappearance and the gender and youth components, with women, adolescents and young people being the most affected by this problem.

About the MEIF

The MEIF, officially created by the National Persons Searching System in December 2019, has as mandate the identification, notification and dignified restitution of more than 37,000 bodies with pending identification in Mexico. The MEIF will initially be integrated by a Coordinating Group composed of:

- 1 Specialist in international technical cooperation;
- 4 Forensic identification specialists;
- 1 Specialist in legal and judicial matters in forced disappearance; and
- 1 Specialist in psychosocial approaches and family support.

The Coordinating group will have the following main functions:

- Elaborate the internal working guidelines of the MEIF, which will include its action procedures, including monitoring and evaluation mechanisms;
- Develop the MEIF work plan;
- Engage with relatives of the victims, their representatives, victims' groups, experts, activists, legislators and representatives of institutions, civil society organizations and the national and international public organisms necessary for the development, transmission and fulfillment of the mandate and functions of the MEIF;
- Ensure that the MEIF periodically has a strategic planning and evaluation exercise, with the participation of family members;
- Promote the MEIF's involvement against the national and international context with different political and governmental actors, international agencies, relatives of missing persons, their representatives, and civil society organizations, and
- Identify and periodically report on the main challenges of forensic identification in Mexico, based on the interventions and the information provided by family members and collectives.

The position:

The Programme manager is located in UNFPA Mexico Country Office (CO). He/she supports the design, planning and implementation of UNFPA's country programme, focusing on the area of gender and human rights. The programme manager contributes by providing technical and programmatic support, monitoring the implementation of the project and activities related to forced disappearance, and mobilizing resources and partnerships according to the project needs. In the same



way, she/he will support the regular operation and monitoring of the MEIF activities.

Reporting lines:

Under the overall guidance of the Representative and direct supervision of the National Programme Officer on Gender and Human rights, the manager supports implementation of UNFPA Country Programme 2020-2024 in Mexico. The NPA works in close collaboration with members from the MEIF, the communications coordinator, and the operations manager.

Duties and responsibilities

The Programme manager will be responsible for the following activities:

- Coordinates project implementation on gender and forced disappearance, through a results based management approach.
- Ensures proper approval processes for the Work plans and associated budgets are followed and that the same are correctly entered into UNFPA´s resource planning system;
- Compile, prepare and present work-plans, periodic consolidated narrative progress reports and expenditures status reports;
- Liaises closely with the UNFPA team on Gender and Human rights to ensure timely and high quality implementation of project activities, sharing of knowledge and information, proper monitoring, and adjustments to project strategies based on learning as the project proceeds.
- Prepare budget revisions, and expenditure tracking and reporting; Monitors and supports the evaluation of project and programme activities, conducting field visits; participating in review meetings and evaluation missions, identifying how to assess achievement, preparing regular inputs to status and quarterly and annual progress reports, and recommending corrective action as required;
- Identifies risks on a timely basis and proposes mitigating actions;
- Identify capacity building needs of partners and lead the coordination of technical assistance, mentoring, training and capacity development initiatives to partners;
- Provide guidance to partners on establishment of performance indicators, and monitoring achievement of results; Represents UNFPA Mexico at interinstitutional mechanisms related to the Project, UN and non-governmental groups/task forces where required, including but not restricted to the MEIF Coordination Group, Steering committee, among others.
- Contributes to knowledge creation by continually documenting lessons learned, good practices, and replicable strategies, and actively shares this knowledge. Contributes to political dialogue to identify potential collaborations.
- Supports advocacy and resource mobilization efforts of the CO under the scope of gender and forced disappearance.
- Prepares timely donor reports, and liaises with donor counterparts as necessary.
- Manage implementation of technical advice and guidance for assuring technical coherence and integrity of the project.
- Analyzes trends and recommend appropriate actions for improved effectiveness of the programme;



Qualifications and experience:

- Master’s degree or equivalent in public administration, law, human rights, gender equality, management, social sciences or other related areas is required;
- A project/programme management certification would be an added advantage.
- Knowledge of the human rights situation in Mexico, including gender based violence.
- Knowledge of public policy, with particular focus on the country’s regulatory and institutional framework in relation to gender and human rights issues.
- Experience in drafting project proposals for resource mobilization;
- Ten years of relevant/demonstrated experience in managing complex and multi-component programme interventions with national partners, preferably related to thematic area;
- Experience in managing, coordinating, implementing, monitoring and evaluating development programmes and projects;
- Previous experience working in the UN system is an asset.

Language Requirements:

- Fluency in Spanish and English is required

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Respect for Diversity; • Integrity; • Professionalism; • Demonstrating commitment to the UN System. 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Advocacy/Advancing a policy-oriented agenda. • Leveraging resources of national governments and partners/building strategic alliances and partnerships. • Strong programme formulation, implementation, monitoring and evaluation skills; • Delivering results-based programmes • Strong budget and finance skills; • Strong analytical skills;
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Accountability; • Creative Problem Solving; • Communicating for Impact; • Inclusive Collaboration; • Leading by Example; • Working in Teams; • Thinking Analytically and strategically. 	



DISCLAIMER

Important applicant information

All posts in the SC categories are subject to local recruitment.

Note: UNFPA reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNFPA at the same grade level and with similar job description, experience and educational requirements.

Workforce diversity

UNFPA is committed to achieving diversity within its workforce, and encourages all qualified applicants, irrespective of gender, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applications will be treated in the strictest confidence.

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