



Post Title	Youth, Gender and Race & Ethnicity Programme Officer
Type of Contract	UNOPS / LICA
Level	LICA 7-1
Gross Pay	BRL 13.470,00 BRL
Duration	12 months (initial), renewable
Duty Station	Brasília - DF

Organizational context

The current UNFPA Country Programme (CP) for Brazil was approved by the Executive Board for a five-year period of 2017-2021 and covers 4 strategic areas: Sexual and Reproductive Health; Adolescents & Youth; Population Dynamics which includes South-South Cooperation in support of the International Conference on Population and Development (ICPD) agenda. The CP is based on a total resource plan of USD 37.5m of which USD 4,5m regular resources and USD 33m to be mobilized.

The CP addresses the implementation of the agenda of the International Conference of Population and Development (ICPD). The ICPD was held in Cairo, in 1994, where 179 governments adopted a revolutionary Programme of Action and called for women's reproductive health and rights to take centre stage in national and global development efforts. The Programme of Action asserted that everyone counts, that the true focus of development policy must be the improvement of individual lives and the measure of progress should be the extent to which we address inequalities.

After 25 years, in November 2019, the Nairobi Summit on ICPD25 was held to intensify the efforts for the full, effective and accelerated implementation and funding of the ICPD Programme of Action, Key Actions for the Further Implementation of the Programme of Action of the ICPD, and the Agenda 2030 for Sustainable Development. Among the commitments assumed during the Summit, the three zeros stand out: Zero unmet need for family planning information and services, and universal availability of quality, accessible, affordable and safe modern contraceptives; Zero preventable maternal deaths and maternal morbidities; Zero sexual and gender-based violence and harmful practices.

In Addition to the CP, UNFPA Brazil also follows the Development Assistance Framework (UNDAF) signed by the UN in Brazil that covers the same 5-year period as the UNFPA CPD (2017-2021). UNFPA Brazil was nominated to coordinate the 1 of the 5 strategic areas, the People pillar. In addition, UNFPA is chairing the Government/Interagency working group on Youth and the Government/Interagency working group of HIV/AIDS. Furthermore, UNFPA is co-chairing the Brazilian Chapter of the Global Health Partnership - H6.

Since 2015 UNFPA Brazil has been engaging in new strategies to mobilize resources to implement the Country Programme. This requires UNFPA at the country office level to embrace a mode of engagement and a way of doing business internally, which departs from the traditional UNFPA operation. As such, various new internal processes as well as profiles need to be adapted, at programmatic, operational and communications levels. New frameworks as well as a new business culture need to be adopted. This poses several internal challenges the CO team must overcome in conjunction with the external political, social and economic circumstances.



Summary of main functions

Under the overall guidance of the Representative and direct supervision of the Assistant Representative, the Youth, Gender and Race & Ethnicity Programme Officer will substantively contribute to the design of UNFPA interventions and strategies and effective management of UNFPA activities to support UNFPA Brazil CO in implementing the Country Programme agenda on the promotion of Gender and Race/ethnicity Equality and Youth Empowerment, as well as seeking opportunities for the growth of its agenda.

The Youth, Gender and Race & Ethnicity Programme Officer is located in the UNFPA Brazil Country Office and as duties and responsibilities s/he:

Duties and Responsibilities

General Assignments

- Facilitates and promotes actions that contribute to addressing, monitoring and evaluating the implementation of the ICPD Programme of Action;
- Facilitates and promotes actions that contribute to address the three strategic results that UNFPA will work to achieve by 2030: zero unmet need for family planning; zero maternal deaths; and, zero violence and harmful practices against women and girls, including child marriage and female genital mutilation;
- Facilitates and promotes actions that contribute to address the Sustainable Development 2030 Agenda, in particular SDGs 3, 5, 4 and 17;
- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the project, and drafting relevant materials for dissemination;
- Participates in the planning of capacity building/training activities;
- Assists in the promotion of knowledge sharing on the areas under his/her responsibility in the Office;
- Supports the implementation and financial execution of Programme activities (regular and non-regular funds);
- Supports processes of contracting (drafts TORs, follows up on products & quality and ensures that the evaluation form is completed);
- Performs Atlas related functions according to the relevant profile;
- Undertakes other tasks as may be assigned by the Office Representation.

Thematic Assignments

- **Programmatic support:**
 - Integrates the Programme and supports the implementation of the UNFPA Country Programme by planning, implementation, monitoring and evaluation of work related to gender, race and ethnicity, and youth issues, in the context of the national policies and UN initiatives;



- Establishes and implements mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions by adopting gender and race/ethnics and youth perspectives;
 - Prepares regular inputs to implement M&E plan (definition of baselines, targets, milestones, elaboration of standard progress reports, darts, COAR and other as required);
 - Analyzes basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations;
 - Participates actively UN Thematic Groups and other interagency initiatives as needed;
 - Participates actively in technical and programmatic activities and knowledge exchange in the regional level relevant to the UNFPA mandate.
- **Technical support:**
 - Performs as UNFPA Country Office focal point for programmatic matters related to the cross-cutting themes of Youth, Gender and Race/Ethnicity;
 - Prepares technical documents and briefs crosscutting gender, race and ethnicity and youth across the strategic programme areas of UNFPA;
 - Prepares, leads and/or participates in technical meetings in the thematic areas and and its linkages with the UNFPA mandate.
- **Partnerships and Resource Mobilization:**
 - Contributes to strengthen partnership public and private sectors, academia and other relevant stakeholders in the themes under his/her responsibility;
 - Contributes to strengthen partnership with the civil society as well as supports capacity building of civil society organizations and movements working in the themes under his/her responsibility;
 - Supports the enhancement of partnerships for young people in the country: establishes and maintains a national coordination platform/group on adolescents and youth; supports the coordination and secretariat of the group, work with counterparts in government, multilateral and bilateral agencies, civil society and youth associations to address emerging issues and to facilitate UNFPA Youth programme delivery;
 - Supports the enhancement of multi-stakeholders networks for ending gender based violence and ethnic inequalities;
 - Contributes to the conceptualization and formulation of project proposals in view of mobilizing resources in support of UNFPA's Country Programme;
 - Supports fundraising and resources mobilization by seeking potential financial sources, elaborating fund proposals, and preparing quality reports and communication materials for donors, internal and external partners in a timely manner;
 - Assists country partners with bilateral and multilateral funding proposals, mobilizing and leveraging UNFPA, national, private sector and donor resources to maximize development of actions and responses regarding the themes under his/her responsibility.



Work relations

Internal contacts include the UNFPA Brazil CO Representative and Assistant Representative, the Operations Manager, the Senior Management Team, the country office programme team and the thematic partners in the regional level.

Job Requirements

Required Skills and Experience

- Completed undergraduate degree;
- At least 7 years of relevant professional experience preferably in programme/project management;
- At least three years of experience in working with youth, gender issues, and tackling racism and inequalities;
- Solid understanding of the technical aspects related to youth, gender, and race and ethnicity;
- Experience in working with government institutions, NGOs, donor institutions and/or the UN System in these areas;
- Fluency in Portuguese and working knowledge in English are required.

Skills and Experience that are considered as assets:

- Graduate degree in Social Science, Population Studies, Gender Studies, Sociology, Social anthropology, Law and Women's rights, International Development, Public Policy, Public Health and/or related fields;
- Working experience in the management of projects in the areas of adolescents and youth and/or gender equality and/or race/ethnics;
- Years of experience - additional to the minimum - in working with youth, gender issues, and tackling racism and inequalities;
- Specialized knowledge in the fields of youth leadership and participation, gender equality, gender-based violence, and human rights;
- Knowledge in the fields of population and development and sexual and reproductive health and rights, and on how those impact women and youth's health and full development;
- Knowledge on SDGs Agenda, especially the goals related to the UNFPA mandate;
- Knowledge and/or working experience in humanitarian and emergency actions;
- Knowledge of Spanish;
- Fluency in English;
- Extensive network with relevant stakeholders;
- Previous working experience in the UN.



Corporate Skills

- **Integrity, Ethics and Values**

- Act in accordance with UNFPA and UN values, administrative rules, code of conduct and ethical principles.
- Exercise critical judgment when handling operational data focusing on the better fulfillment of UNFPA's mandate and securing information confidentiality.
- Conflict Management / Negotiating and Resolving Disagreements.
- Building support and political acumen.
- Creativity and innovation.
- Team work.
- Effective Communication.
- Managing conflict.
- Knowledge Sharing.
- Fair and transparent decision making.

- **Client/Partner Orientation**

- Contribute to the achievement of positive results for clients and partners by anticipating needs and concerns and responding to them efficiently.

- **Sensitivity to cultural diversity**

- Demonstrate inclusive behavior with colleagues and stakeholders by successfully developing cross-cultural relationships.
- Be adaptable and sensitive to political, religious and cultural differences.
- Actively promote equity and gender diversity in all activities.

- **Innovation**

- Demonstrate curiosity and creativity when solving administrative problems.
- Communicating Information and Ideas.
- Self-management and Emotional Intelligence.
- Be tolerant with different points of view and understand the role of operations as an evolving area of UN reform which contributes to a more effective and efficient implementation.

- **Accountability**

- Be accountable for handling confidential information in support of UNFPA's work in Brazil.
- Ensure information is correctly collected, recorded and used to minimize errors and strengthen implementation.
- Appropriate and Transparent Decision Making.



Basic Skills

- **Achieve results**
 - Seek ways to optimize the use of resources and ensure the correct execution of policies.
 - Promote actions to ensure that daily activities are executed on time.

- **Focus on problem solving**
 - Actively support operational services and promote exchange of information with programme units.
 - Support the implementation of appropriate solutions in support to UNFPA operations, focusing on practices that have the potential to enhance existing systems and that can lead to the identification of corrective measures to solve problems.

- **Working in a Team and Managing Relationships**
 - Promote team harmony by collaborating with colleagues and paying due consideration to ideas from other members.
 - Stay calm and focused even under pressure.
 - Take advantage of team diversity to achieve better and more innovative results.
 - Demonstrate resilience when dealing with complex and urgent tasks.
 - Ability to work independently and as part of a team.

- **Communication for impact**
 - Effective Communication.
 - Encourage and actively engage in open, objective discussions demonstrating the ability to see problems and situations from the perspective of team members.
 - Express ideas clearly and encourage open dialogue in order to develop better solutions without undermining peer relationships.
 - Excellent writing and communication skills.
 - Good research skills and ability to synthesize information.



How to apply

The job application link will be available on the UNFPA Brazil website (<https://brazil.unfpa.org/pt-br/vacancies>), when clicking on the link, it is necessary to fill in the Google Forms and attach the requested documents.

Click [here](#) to complete the P11 form.

Important notes

Candidates must be of Brazilian nationality or have legal authorization to work in the country.

UNFPA is committed to human diversity in terms of gender, nationality and culture. UNFPA offers equal opportunities to all applicants and encourages applications from women, people from minority groups, afro descendants, indigenous people and people with disabilities. UNFPA does not solicit or search for individual information about HIV or AIDS and does not discriminate against HIV-positive people.

As affirmative action, for this position, the hiring of Afro-descendant women who comply with the established requirements will be prioritized.

Only applications made using the P11 form and submitted within the deadline will be considered.

All applications will be analyzed with complete confidentiality.

UNFPA does not charge any type of fee to participate in this process.

Due to the high volume of applications, individual receipt confirmation is not possible. Only a limited number of pre-selected candidates will be contacted.