

## JOB DESCRIPTION

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<b>Official Job Title:</b>	<b>Project Coordinator, Spotlight Initiative</b>		<b>Duty Station: El Salvador</b>
<b>Grade (Classified)</b>	<b>Service Contract – SB3</b>		
<b>Post Number:</b>			
<b>Post Type:</b>	<input type="checkbox"/> <b>Rotational</b>	<input checked="" type="checkbox"/> <b>Non-Rotational</b>	
<b>Classification Authority:</b>	<b>Country Office Representative</b>	<b>Date: January 2019</b>	

### Background

The 2030 Agenda for Sustainable Development places gender equality at its core to achieve the SDGs, with the elimination of violence against women and girls as a crucial component. To that end, the European Union (EU) and the United Nations (UN) have embarked on a new multi-year programme, called the ‘Spotlight Initiative,’ which is focused on eliminating violence against women and girls (VAWG) and harmful practices (HP). The *Spotlight Initiative* will model a new way of working on the SDGs, in line with objectives of the United Nations development system reforms to enhance integrated delivery of results at the country level. The Spotlight Initiative also aligns with the EU Gender Action Plan, and the EU has committed an initial contribution of €500 million to the programme.

The Spotlight Initiative focuses on specific forms of VAWG in particular regions as entry points to addressing all forms of violence and their structural roots. Specific areas of action include: femicide in Latin America; domestic violence in the Pacific; family violence in the Caribbean; sexual and gender-based violence, and HP in Africa; and trafficking in human beings and sexual and economic (labor) exploitation in Asia.

The Spotlight Initiative will address femicide in Latin America. Femicide is defined as the killing of females by males because they are females. Femicide connotes not only the murder of women by men because they are women, but also indicates state responsibility for these murders whether through the commission of the actual killing, toleration of the perpetrator’s acts of violence, or omission of state responsibility to ensure the safety of its female citizens. Both terms are used in the Latin American region. As noted by ECLAC, on average, at least 12 women are killed daily in the region because they are women.

The Spotlight Initiative in Latin America will focus on eliminating femicide in five countries: Argentina, El Salvador, Guatemala, Honduras, and Mexico. These 5 countries were selected on the basis of agreed criteria including the level of femicide prevalence in country, and secondary criteria which assessed government commitment to the issue, enabling environment including for civil society,

national and partner capacities, among other considerations. All countries will programme on the six pillars of Spotlight Initiative's Theory of Change, including strengthening and implementing relevant legislation and policies, supportive institutions to be more gender responsive, preventing VAWG before it occurs, strengthening access to essential services for women and girl victims and survivors of violence, strengthening the collection and use of data on femicide and VAWG, and supporting civil society and the women's movement.

### **Location**

The person coordinating the actions that UNFPA will execute within the framework of the Spotlight Project is located in the office of the United Nations Population Fund (UNFPA) El Salvador and reports to the Gender and Youth Officer.

### **Job purpose**

The Project Coordinator contributes to the effective management of UNFPA programmatic actions in the Spotlight Initiative by providing substantive inputs to programme, planning, implementation and evaluation. The Project Coordinator guides and facilitates the delivery of UNFPA programmatic actions by monitoring results achieved during implementation and ensuring appropriate application of systems and procedures and develops enhancements if necessary. Monitors the implementation of the implementing partners. She/he works in close collaboration with the Gender and Youth Officer and operations team, UNFPA Regional Office, Government officials, multi and bi-lateral donors and civil society ensuring successful UNFPA project implementation under portfolio.

### **Main Activities / Expected Results**

- 1) Contribute technically to the development of programmatic actions related to the Spotlight Initiative**
  - a. Provide substantive inputs to the design and formulation of programme proposals and initiatives;
  - b. Identify areas for support and intervention related to the project.
- 2) Provide substantive technical support to the implementation and management of the Spotlight Initiative programme.**
  - a. Lead the delivery of specific actions under the UNFPA responsibility especially in prevention of GBV and services delivery.
  - b. Provide technical inputs to the annual workplan and budget;
  - c. Lead the coordination of the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners;
  - d. Review, coordinate and monitor the submission of implementing partner financial and narrative reports;
  - e. Train partners on Results Based Management and monitor implementation.
- 3) Provide technical assistance and capacity development to implementing partners**
  - a. Ensures the quality of the work plan.

- b. Coordinate and provide technical support in the implementation of programme activities; Develop technical knowledge products
- c. Coordinate and lead technical workshops; facilitate work sessions;
- d. Consolidate lessons learned of the key outcomes
- e. Analyze emerging needs and provide suggestions for technical follow up
- f. Maintain relationships with national partners to support implementation of the Spotlight Initiative programme;
- g. Identify opportunities for capacity building of partners and facilitate technical support and trainings to partners, as needed.
- h. Plan and budget the project.

**4) Provide technical inputs to the monitoring and reporting of the programme**

- a. Monitor progress of implementation of activities and finances using results based management tools;
- b. Draft reports on monitoring missions, programme results s, outputs and outcomes;
- c. Prepare the reports of the programmatic actions that are under the responsibility of UNFPA for the general coordination of the Program.

**5) Provide substantive technical inputs to the management of finances of the Spotlight Initiative programme**

- a. Budget implementation and make budget re-alignments/ revisions, as necessary;
- b. Revision of financial reports with operational team;
- c. Monitoring the implementing partners.

**6) Provide technical support to inter-agency coordination on Spotlight Initiative to achieve coherence and alignment of UNFPA programmes with other partners in the country**

- a. Provide substantive technical support to the Programme Manager on inter-agency coordination related activities by drafting background reports and briefs.

**7) Provide substantive inputs to advocacy, knowledge building and communication efforts**

- a. Develop background documents, briefs and presentations related to Spotlight Initiative;
- b. Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products;
- c. Coordinate the development of knowledge management methodologies, and products on Spotlight Initiative.

**Work relationships**

He/She should maintain a collaborative relationship with all country office staff.

He/She maintains direct coordination with the Program Officers and the Programme and Project Assistants.

## **Job Requirement**

### **Education and certification:**

- Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required
- A first-level university degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.

A project/programme management certification would be an advantage

### **Experience:**

- At least 10 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building;
- Experience coordinating and liaising with government agencies and/or donors is an asset.
- Knowledge of the Program of Action of the ICPD
- Design, formulation and drafting of technical documents related to gender is an asset.

### **Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

### **Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

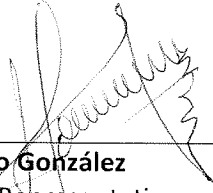
### **Functional Competencies**

- Good programme formulation, implementation, monitoring and evaluation skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Good knowledge of technical area
- Ability to identify and analyze trends, opportunities and threats to fundraising

### **Language Requirements:**

- Fluency in English is desirable.
- Knowledge of the other UN official working language is an asset;

**Autorization**



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**Hugo González**  
Country Representative

17/1/19

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**Date**



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**Ondina Castillo**  
Gender and Youth Officer

17.01.19

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**Date**

