



## **UN-INSTRAW Call for applications** – (17 April 2008)

### **1. General Information:**

Post Title: PROJECT COORDINATOR – Building Networks: Latin American Migrants in Global Care Chains  
Duration: UN-INSTRAW will ensure a one-year contract, renewable for one additional year in keeping with the AECI timeframe for the assignment of funds.  
Starting date: 15 May 2008  
Duty Station: The Coordinator will be based in Madrid (Spain).

### **2. Responsibilities and activities:**

Under the supervision of the UN-INSTRAW Social Affairs Officer, the Coordinator will be responsible for guiding and coordinating the activities of the project: “Building Networks: Latin American Migrants in Global Care Chains” in the five countries where the project will be implemented. This includes the identification and analysis of new challenges, realities and tendencies related to the social organization of care in four Latin American countries (Peru, Bolivia, Ecuador and Chile) as well as in Spain. As Project Coordinator, he/she will ensure that the national experiences of the Latin American countries are integrated into the regional perspective in a coherent and consistent manner, that they stimulate dialogue and the systematization of data and information, and joint activities of dissemination, positioning of the theme and advocacy.

The Coordinator will guarantee in an efficient manner the quality of project results in each project country, provide regular and systematic guidance to the research centres or individuals carrying out the research and ensure the establishment of a political dialogue phase in each one of the countries. In addition, the Coordinator will maintain a permanent dialogue and coordination among relevant institutions working on care economies in the countries, project partners and donors, and will also undertake other tasks related to project coordination that the UN-INSTRAW Social Affairs Officer may assign.

The specific tasks include:

- Preparation of the Terms of Reference and participation in the selection of experts and institutions to be contracted by UN-INSTRAW in the different countries where the project will be implemented. Particularly, insofar as the Research Centres and/or individuals who will conduct research and carry out the political dialogue processes in the countries.
- Planning of the Project implementation through all phases, including the preparation of annual operational plans.
- Coordination, guidance and follow-up on the results and activities being implemented in each of the Project countries in line with the project document and operational plans.
- Preparation of a review document on the achievements, challenges, experiences and lessons learned of the project. The document will be result from a systematic and thematic revision of the research, case studies, evaluations and reviews that have been undertaken during recent years on the same issue.

- Follow-up on project implementation throughout the phases of planning, research, political dialogue and advocacy. The follow up will guarantee the timely production of quality outputs for each of the different phases.
- Preparation of information, briefs and summaries of the project outputs and activities for publication in different media and formats.
- Supervision and follow-up of the preparation of the project budget and financial reports in coordination with the Administration Unit of UN-INSTRAW.
- Represent UN-INSTRAW at relevant meetings in which the project theme will be discussed and are held in the project countries or at the international level and at United Nations system events.
- Maintain a fluent communication and a solid relationship with stakeholders and institutions in the project countries, in order to ensure an efficient collaboration in the implementation of project activities.
- Preparation of periodic follow-up reports for AECI and UN-INSTRAW.

### **3. Education and competencies**

**Education:** Advanced university degree in the Social Sciences or equivalent, with specialization in research on themes related to migration, gender, the social organization of care and the construction of networks of migrant women.

#### **Competencies:**

- Administration and regional project management skills on themes related to migration, gender, social organization of care and the construction of networks on migrant women
- Ability to conceptualize, design and develop research in areas related to the project.
- Superior ability to analyze, synthesize and drafting for the preparation and presentation of analytical and information materials related to the project in different fora.
- Ability to prepare materials and training methodologies as well as the implementation of training and capacity-building processes.
- Ability to advocate for women's rights and the integration of the gender perspective into projects, programmes and policies.
- Oral communication and writing skills.
- Ability to work in multicultural teams.
- Ability to lead work teams and supervise personnel. .

**Languages:** Full command of Spanish is essential, both orally and in writing. Additional command of English is an asset.

**Experience:** A minimum of five (5) years of experience, at national and regional levels, in project management and coordination in subject areas related to migration and gender. Experience in United Nations project management would be an asset.

### **4. Application procedure**

Please send by e-mail, fax or post a detailed Curriculum Vitae and a letter of introduction to:

diroffice@un-instraw.org

Fax: (809) 685-2117

Website: <http://www.un-instraw.org/>

The deadline for the receipt of applications is **5 May 2008**.

