

JOB DESCRIPTION

Senior Officer – Partnership and Training

Position title	Senior Officer – Partnership and Training
Location	Dili, with frequent travel to the municipality
Reports to	Senior Manager – Gender and Program Quality
Grade	5 step 1
Salary	US \$810 per month
Position type	2 Years
Start date/timeframe	1 October, 2023

1. Background

1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

2. The role

PURPOSE OF THE POSITION:

The Senior Officer - Partnership and Training will be responsible for delivering training on: Gender Equality and Diversity, Engaging Men and Boys, Child Protection and Prevention of Harassment, Sexual Exploitation and Abuse to the staff as well as to partners. With the support of the Senior Manager and other Gender and Program Quality (GPQ) team members, the role will also be

responsible to undertake the partnership mapping, assessment, monitoring and provide training to partners as per CARE requirements.

The role is required a high level of professionalism, excellent training skills and ability to work confidently and collaboratively with others across the team.

The position is based in Dili with frequent field travel to field offices.

MAIN RESPONSIBILITIES:

Training

- Support the GPQ to develop a systemic plan for training rollout for both mandatory and refresher training including other training as needed, including regular monitoring the training plan
- Prepare training agenda and training materials before the rollout of training
- Lead and deliver training on Gender Equality, Engaging Men and Boys, Child Protection and Prevention of Sexual Exploitation and Abuse and others for the staff and other partner staff
- Lead on analyzing training participants feedback and preparing brief reports for the Senior Manager that include summaries of key issues raised in training and suggested ways forward
- Document and archive all partnership and capacity building files
- Assist the Senior Manager and other team members in reviewing and refining CARE's capacity building approach/training approach and toolkits.

Partnerships

- Support the Partnership Specialist in identifying and mapping the potential partners with CARE and update the potential partner database
- Involved in conducting partnership capacity assessments, supporting the Partnership Specialist to develop and monitor capacity-building plans
- Ensure that the accurate partners meeting minutes are taken and circulated
- Ensure that the contract are complaint/adherent to the CARE partnership strategy
- Train CARE staff on the tools within the partnership strategy
- Under the guidance of the Senior Manager and Partnership Specialist, maintain regular communication and scheduling and regular visits to the partner offices when needed to ensure consistent relationships, up-to-date information, and ongoing two-way feedback is being provided and received
- Facilitate the meetings to review and update the partner monitoring plans on quarterly basis including scheduling the meetings, updating the plans and coordination and follow-up with the relevant departments/projects within CARE
- Assist the Partnership Specialist in conducting regular reviews of CARE's partnership approach and partnership management system including contributions to the development and follow-up of the revision of the existing processes and tools
- Ensure a full partner contact database is maintained and up-to-date

- Support the GPQ team to capture lessons from past experiences with a view to refining CARE's approach to working with partners and strengthening civil society.

OTHER RESPONSIBILITY:

- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity
- Uphold and promote CARE's commitment to Child Safeguarding and Code of Conduct
- Active participation in the Gender Working Group, MEL working groups, Partnership working group including leading on actions for Gender and other relevant priorities related to GPQ unit
- Actively support team on administration and logistic and other relevant support to the whole team

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:**Knowledge & Experience Required**

- Bachelor's degree
- Excellent understanding of participatory methodologies and strong facilitation skills
- Preferred a prior experience in partnership
- Strong understanding about gender equality, women's empowerment and program quality approaches is highly desired
- Good understanding of the cultural context and social norms in Timor-Leste
- High-level communication skills in Tetum and English skills is an advantage.

Skills & Personal attributes

- Ability to work in a systematic and organised manner and within deadlines
- Excellent computer skills, including Excel, Word and Outlook
- Flexible and proven team player
- Demonstrated commitment to CARE values and teamwork
- Demonstrated high level time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines
- Demonstrated ability to take direction and to work as part of a team
- Ability to understand, comply and uphold all relevant CARE's policies and standard procedures
- The candidate should be organized, effective, creative, a team player, and highly motivated