

JOB DESCRIPTION

Gender Specialist

Position title	Gender Specialist
Location	Dili, Timor-Leste
Reports to	Senior Manager Gender and Program Quality
Grade	Grade 7 step 1
Salary	USD \$1,276 per month
Position type	2 Years
Start date/timeframe	15 February, 2024

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 Gender Specialist (GS) is responsible for leading effective gender equality, diversity and women's empowerment throughout all CARE in Timor-Leste's development and humanitarian programming, both within our organisation and with our partners. CARE's Long Term Program, and Gender and Women's Empowerment Strategy (2015 – 2018) provide guiding frameworks for this work and directly inform the GS work-plan. The Senior Manager for Gender and Program Quality will provide supervision and support to this role as required in all areas of responsibility.

Many of CARE's projects in Timor-Leste have specialised roles responsible for Gender Equality (GE) and Women's Empowerment (WE). As well as supporting specific project GE and WE requirements, these roles are responsible for ensuring that GE is practiced according to CARE's key organisational approach, utilising key tools and processes and providing relevant evidence, learning and MEL information. GE roles across CARE's work in Timor-Leste are also required to support implementation of the Gender and Women's Empowerment Strategy and Gender Action Plan, and contribute towards achievement of the goal and objectives of the Long Term Program (LTP).

The GS is responsible for leading and supporting CARE's GE Working Groups across the program portfolio to ensure a coherent team which as well as achieving specific project requirements, operates in alignment with CARE's key GE and WE approaches (including the Engagement of Men and Boys) and with CARE's LTP, while supporting key organisational strategies and initiatives. The GS leads and provides capacity building and support, working alongside Gender Working Group colleagues where necessary, and leads on the development and implementation of key GE and WE training. The GS leads high-level processes including Gender and Power Analysis, reviews and Training of Trainers with colleagues and partners.

The GS maintains effective engagement with key government and civil society partners and chairs the Timor-Leste Gender Working Group.

This position is based in Dili, with travel required to field locations and field offices.

MAIN RESPONSIBILITIES:

1. Strategy and Leadership

- Work with the Gender and Program Quality (GPQ) and project Gender Focal Point teams to support the development, monitoring and review of CARE's country program with specific focus on GE and WE programming;
- Maintain an awareness of CARE's work on gender internationally and in the region;
- Ensure CARE's long term program strategy has a strong focus on gender equality through actively contributing to strategy implementation, monitoring and review, as a member of the Program Management Team; and
- Demonstrate a passion for gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Lead and Coordinate CARE's Gender Working Group to support Gender Equality (GE) and Women's empowerment (WE) priorities across CARE's country programming including through key HR, Safety and Security and other processes;
- Support other GPQ teams to undertake relevant technical functions by providing knowledge about gender issues in Timor-Leste and a commitment to gender equality and women's empowerment.

2. Program Implementation

- Provide high level support for key programming processes at design, implementation, monitoring and review, with specific focus on GE and WE initiatives

- With the support from the GPQ and wider program team ensure all projects deliver high quality GE and WE results and outcomes as established in the project design documents;
- Work with the GPQ team and wider program to manage risks and overcome or adapt to project management challenges and obstacles
- Support program and project teams, especially through the Project Gender Focal Point, to include gender transformative approaches throughout activity implementation, monitoring, evaluation and learning
- Support MEL specialist on PIIRS reporting focus on different markers with respective projects
- Provide coaching and training support on gender equality, Gender-Based Violence and women's empowerment and engaging men and boys by using CARE Global tools (e.g SAA, Markers, gender in emergency, etc) to CARE staff and partner staff
- Maintain regular communication and consultation on GE and WE with key program partners and Government to share and update on activities; and
- Produce high quality oral and written reports (in English & Tetum) on program progress, including donor reports by required due dates.
- Working alongside program, support teams and GPQ teams, lead CARE's specific GE advocacy initiatives and events.
- Ensure and produce gender in brief documents is updated and shared with CARE international on regular basis.
- Ensure and produced Rapid Gender Analysis at the organisational level as needed.
- Ensure that the GE is integrated and implemented in the Emergency Preparedness Plan and regular update to the emergency response team as needed.

3. Staff Management

- Work collaboratively with Program Manager and Senior Gender Project Officer (SPOG) of the WB project, develop, implement and monitor the work plan (annual, six monthly, quarterly and monthly)
- Provide direction, guidance, assistance, on the job coaching and support to the SPOG to be able to carry out the responsibilities and ensure receive adequate professional guidance and development opportunities
- Manage the SPOG including conducting regular and direct report meetings to discuss performance, monitor work plans, provide management updates, complete annual performance processes and address any concerns.

4. Representation and Coordination's

- Working alongside with GPQ team to maintain effective relationships with relevant government ministries, women's networks/organisations, local and international NGOs, the UN and other agencies at the national level
- Represent CARE's on the GE and WE matters in all relevant forums at national level and municipality level when needed

- Coordinate the implementation of CARE's Gender and Women's Empowerment Strategy, including six-monthly reporting to the Senior Management Team (SMT) and quarterly updates to the Programme

OTHER RESPONSIBILITY:

- To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- 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; Management Team (PMT); and
- Actively participate in relevant information and advocacy networks and forums, in Timor-Leste and internationally as required.
- Demonstrate an ongoing commitment to gender equality, diversity and child protection

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelor degree in Women and /or Gender Studies or equivalent with minimum 3 years' relevant work experience and/or University Diploma in Women and/or Gender studies with minimum 5/6 years' relevant work experience;
- Experience in applying gender tools to project and program management (e.g. gender analysis, Gender-Based Violence (GBV), gender mainstreaming)
- Excellent communication skills in Tetum and excellent in English;
- 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 in a complex environment;
- Demonstrated strong leadership, decision making, problem solving, analytical, planning and attention to detail;
- Demonstrated honesty, reliable and trustworthy;
- Demonstrated ability to take direction and to work as part of a team;
- Intermediate (very good) in Microsoft Office with knowledge in Microsoft Word and Excel, excellent numeric skills; and
- Good training and facilitation skills