

TITLE: Gender Technical Specialist– Rwanda Country Office.	
TEAM/PROGRAMME: PDQ	LOCATION: Kigali ,Rwanda CO
GRADE: 3	CONTRACT LENGTH:
<p>CHILD SAFEGUARDING: (select only one)</p> <p>Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>Save the Children believes that gender inequality and Gender-based Violence (GBV) affects our ability to effectively protect and promote the rights of children. We therefore seek to be gender transformative in the way we design and implement programmes and respond to crises. Gender equality has been identified as a priority cross-cutting theme within our strategy and the post holder will drive this work forward.</p> <p>Reporting to the PDQ Director, with dotted line technical reporting to the Regional Gender Advisor, the Gender Specialist shall be responsible for working on gender focused technical details with technical specialists, Programme Managers and supports the country office including field teams/offices in ensuring Gender Equality, cross-thematic mainstreaming of gender, coordinating and provide technical guidance in implementing of activities focused on gender mainstreaming. S/he coordinates national level Gender thematic and advocacy activities and initiatives with government, CSOs and national level partners including GBV related working Groups. In collaboration with the MEAL Manager, s/he contributes to monitoring programme quality, initiating and participating in Gender assessments and studies, gender audits, GBV safety audits and studies; documentation and dissemination of innovations and good practices, lessons learnt including for the emergency programmes. S/he will contribute to gender policy research and advocacy through networking and collaboration with relevant civil society organisations and other institutions; playing a big role in establishing, maintaining and expanding donor relations in gender. The Gender Specialist will contribute towards driving the ‘dual mandate’ through participation in humanitarian strategy development and response operations for Save the Children</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: <i>PDQ Director</i> Staff reporting to this post: <i>TBD</i></p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Strategic Programming</p> <ul style="list-style-type: none"> • Provide technical backstopping cross thematic and monitor gender equality and inclusiveness in programme designs, implementation, monitoring and evaluations. • Support the country office to develop Country Office Gender Action Plans (GAPs) with accompanying accountability mechanisms and Gender thematic strategy, in line with Save the Children’s Country Strategic Plan to address gender equality and GBV considerations emerging from the gender analysis. 	

- Working together with PDQ and Operations teams to initiate and design high quality, cost-effective, innovative and sustainable project proposals and concept notes in line with both Country Annual Plans and Country Strategic Plans.
- Work with Human Resources to ensure that staff are conversant and aware of gender related biases in their work and ways of working.
- Coordinate and ensure that gender assessments, analysis and audits for all programme and projects during programme design and evaluations are undertaken.

Resource Mobilisation:

- Supporting the fundraising process related to Gender Equality including ensuring Gender Equality Marker (GEM) are consistently completed and utilized for all projects.
- Support the PDQ team to maintain excellent professional contacts with strategic and potential donors and key technical agencies to continuously leverage support and resources for girls, boys, women and men in Rwanda programme.
- Support the PDQ, MEAL and Country program teams in documentation and profiling of thematic briefs, research papers, policy briefs, and programme models for replication and in line with the SDG 5, and the Regional and Global Theory of Change agenda.

Technical Assistance and Capacity Building

- Provide technical guidance during implementation of programmes and applying a gender lens in line with IASC guidelines on gender and GBV and ensuring equity in participation of all gender groups.
- Ensure that all areas of programming are sensitive to gender equity and equality where all gender groups are able to participate freely and build program synergies.
- Increasing women's participation in decision making especially in the design and implementation of programs directly impacting on their well-being and that of their families (especially children).
- Support the development of gender appropriate strategies that ensure the active participation of parents (both women and men) in the promotion of their children's education in both formal and non-formal settings.
- Ensure marginalised gender groups are integrated in all programmes for economic empowerment and women and girls are able to exercise their freedom and make informed choices for themselves and their families including SRH choices for women.
- Contributing to the development of a relevant and sustainable capacity building strategy for Government of Rwanda counterparts, field teams and different categories of partners on Gender Equality.
- In conjunction with the CRG/CP, Education, Health and Nutrition Specialists, supporting field teams in reviewing of Concept Notes, proposals, Activity Rational templates, and reports for the different stakeholders.
- Contributing to the strategic technical monitoring of projects/programmes and provide direction and training to Government of Rwanda counterparts, field teams and partners involved in delivering projects focusing on gender appropriate approaches and methodologies.
- Coordinate and translate gender situation analysis and needs assessment findings to inform programming and operations.
- In collaboration with the Regional Gender Advisor, train and mentor Save the Children staff and partners on the SC Gender Equality Policy, the Gender Equality Marker (GEM) and Gender mainstreaming and GBV integration using the IASC GBV Guidelines and IASC Gender Handbook.

Representation and Advocacy

- Participate in internal and external meetings to represent Save the Children on gender issues and share information about the SC's Gender interventions with relevant stakeholders including government counterparts at national and sub-national levels as well as with SC ESA Community of Practice related to gender equality and/or GBV in the humanitarian context.
- In collaboration with MIGEPROF, FAWE-R, National Women Council, plan and lead gender related community campaigns to lobby on gender sensitive practices and behavioural change.
- Participating in the identification of key opportunities and events for Save the Children on Gender Equality and SDG 5 nationally and internationally.
- Work and coordinate with members, wherever applicable, to further Save the Children's Gender mission.
- Ensuring that the voices of children guide research, advocacy and policy change objectives.

Monitoring, Evaluation, Accountability, Learning

- In collaboration with the CRG/CP, Education, Health and Nutrition Specialists, ensure that all programmes/projects have integrated gender indicators and completed the Gender assessment at design stage.
- Ensure robust Monitoring, Evaluation, Accountability and Learning plans for gender indicators in both emergency and development contexts working together with the MEAL team.
- Supporting field teams in measuring achievement and progress towards program goals and results through the MEAL Action Planning and Tracking system.
- In collaboration with the MEAL team, participate in the development of and monitoring Quality Benchmarks into all Save the Children's gender-related projects.
- Support the field teams and guide them in the introduction of innovative gender approaches in programmes and in documenting and sharing best practices and innovations for replication and advocacy purposes.
- Ensure that learning from the Country programmes is consistently documented, shared and used to improve quality programming and to influence how other stakeholders address the gender equality.
- Facilitate the dissemination of research findings and good practices, documentation in the projects internally and externally to donors, governments, partners and other actors for immediate and sustainable development of children.

Mentoring and Development

- Supporting the PDQ team in ensuring that all staff understand and are able to adapt to gender sensitive and gender transformative approaches to achieve gender equality in both emergency and development contexts.
- Participating in team building processes and activities for staff development including leading Gender Champions and other gender related trainings for staff.
- Supporting the development of an organisational culture that: reflects our dual mandate and values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent customer service for our members and donors.

Partnership:

- Establish, maintain and / or strengthen linkages with relevant government departments and civil society partners at national level in the management and implementation of the Programme.
- In collaboration with the Partnership manager and PDQ team, identifying capacity gaps and support capacity building plans for [potential] partners in gender Equality including on protection from sexual exploitation and abuse.

- Establish, maintain and expand donor relations in Gender (including GBV) as a standalone and crosscutting thematic area.

Document best practices and unique experiences for sharing and learning.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Minimum of a Bachelor Degree in an appropriate social and development field such as Social Science, Sociology, Gender/ women Studies, Development Studies, Community Development or Rural Development, Public Health, International Development. A Post Graduate training in Project Management, or a Master's degree in any relevant field is an added advantage.
- A minimum of 5 years of progressively responsible experience in Gender (including GBV) program management and protection/GBV coordination, policy advocacy, technical assistance in women rights and programming around gender

EXPERIENCE AND SKILLS

- Relevant experience supervising community based social development and gender projects / programmes within INGO particularly those addressing women's rights and Men Engage.
- Demonstrable financial, planning and budget management skills is a MUST.
- Strong analytical skills and strategic planning abilities.
- Willingness to travel and work in hard-to-reach areas, occasionally under strenuous conditions including extra hours during times of humanitarian responses.
- Experience in coordination and advocacy;
- Experience with proposal writing, reporting and M&E
- Strong public speaking and negotiating skills, and representational experience.
- Experience working with income generating activities preferred in conflict/ post conflict contexts
- Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently

- Highly developed cultural awareness and ability to work well a dynamic environment with people from diverse backgrounds and cultures
- Strong communication skills, both oral and written

Additional job responsibilities

- **Internal contacts:**

The jobholder is expected to work with senior management team, technical support, other partnership managers and with staff throughout the country programme

- **External contacts**

The jobholder will be expected to develop and maintain personal and professional links and effective relationship with UN agencies, NGOs, CBOs, Partners and key stakeholders, counterparts, donors, government authorities of the programme areas.

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.