



# JOB DESCRIPTION:

## Gender Equity and Social Inclusion Adviser

### Introduction

CARE is a leading humanitarian organization fighting global poverty. We seek a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security. CARE International aims to be a global force and a partner of choice within a worldwide movement dedicated to ending poverty.

### Overview of the Role

#### Job Purpose Statement

The Gender equity and social inclusion Adviser will be the project technical lead for gender equity and social inclusion for a water, sanitation and hygiene (WASH) project.

The position supports the building of systems, structures, capacity of staff and partners to put women's rights at the heart of the project. The Gender equity and social inclusion Adviser ensures gender justice, gender equity, Diversity, and GBV mainstreaming and integration in the design, implementation, monitoring and evaluation of the project. The Advisor will be responsible for the implementation of gender cross-cutting activities within the project activity plan and for advising project leadership.

The position is also responsible for, as directed by project leadership, **external** outreach, including advocacy on gender issues, policy support to external agencies (e.g. MIGEPROF, Ministries), promoting the project's gender justice and GBV models and approaches. Attend technical working group meetings. The Advisor provides technical and methodological support to the project consortium members in relation to gender justice and gender equity and inclusion. S/he actively contributes to **define strategies and knowledge products** advancing the project's gender work in Rwanda through research, partnership, alliance building and advocacy initiatives. S/he provides leadership in cross-learning and knowledge generation for thematic alignment in relation to project gender strategic priorities. The position will be supervised by the Project Manager.

<b>Reports To:</b>	Project Manager	<b>Location:</b>	Kigali
<b>Supervises:</b>	N/A	<b>Grade:</b>	E2

## Key Responsibilities

### 1. Strategy and Policy

In collaboration with project leadership, ensure a holistic approach to gender justice and gender equity and diversity in project strategies and operations	Provide technical support and guidance to all project strategies, activities, policies, plan and updates, and ensure they are aligned to gender principles.
	Ensure strategies and operating policies and any COVID-19 adjustments are consistent with gender justice and gender equity principles
	Provide strategic advice and regular feedback to project team for enhancing strategies and approaches especially in GBV response, prevention and mitigation in line with the project's gender strategic objectives

### 2. Project design and management

Ensure gender justice, GED and GBV are mainstreamed and integrated in the design, implementation, monitoring and evaluation of the project	Provide technical leadership and support to activity implementation and adaptive management through learning reviews and other events
	Support program/project team to align and score against CARE's gender marker
	Support program workshops to ensure inclusion of gender considerations and participate in project close out processes.
	Facilitate trainings relevant to gender justice and equity as required by project designs, and support recruitment of consultant trainers as necessary, or support technical team staff to conduct these.
	Take lead with conducting regular Gender & Power Analysis and ensure that the findings and recommendations inform the development and design of CARE's programming
	Coordinate with program support and finance to ensure adequate budgeting for GESI initiatives.
	Assist in designing and delivering trainings and workshops that promote gender justice and equity both internally and externally

### 3. Project Monitoring, Knowledge Management and Learning

Contribute to define strategies and knowledge products advancing gender work in the project	Support the project's Knowledge Management and Learning Team in knowledge product development and dissemination and communication to ensure they are consistent with principles of gender justice and gender equity
	Lead the approach for capturing lesson and sharing best practices from gender and, support the KML team to capture lessons and good practices

	Ensure program monitoring frameworks, plans and tools are robust and able to track gender indicators
	Assist in the development and promotion of gender sensitive and inclusive multi-media materials for communication, prepositioning and advocacy purposes

#### 4. Advocacy, External relations and partnerships

Represent the project at various internal and external gender justice bodies	Develop and support strong donor relations with current and potential donors as directed by project leadership. Ensure that the project develops and promotes a strong affiliation with local women-led groups and youth led groups. Promote the principles and practices of inclusion, including gender, disabled and marginalised groups
	Represent the project's principles of gender justice and gender equity by regularly participating the relevant sector fora, conferences, and high-level meetings internal and external to the project
	Seek support and technical assistance from relevant technical units at CARE USA or other CARE international partners, as needed
	Establish and maintain good relationships with relevant – counterparts/departments of the government, CI members, the locally-represented multi/bi-lateral donors, foundations, international and national NGOs, CBOs and other civil society organizations in the interests of promoting gender justice and gender equality
	Support and work effectively in coalitions, networks and social movements.
	Supply necessary information to ensure timely reporting and communications with CI members, donors, government and other key actors.
	Work directly with partners to develop their performance in gender integration in practical and realistic ways.
	Working closely with the project leadership to lead and support the implementation of positioning strategies for the project, outreach and events as directed.

#### Additional General Responsibilities

- Keep up-to-date with CARE's emerging strategies and approaches and contribute proactively towards implementation
- Take responsibility for ensuring personal safety and security; giving due care and consideration to the impact of personal decisions on the safety and security of others

- Be proactive in ensuring that CARE's core values, code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others
- Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences
- Carry out other duties as requested by the supervisor

## Important Relationships

**Internal:** Project manager, Head of PIM, head of KM&L Hub, technical advisors, Partnership Coordinator, CIGC, regional teams and CMPs, project leadership

**External:** Government, Civil Society, Gender Networks and Coalitions

## Requirements for the Role

### Educational Qualifications:

- Bachelor's Degree in Gender, development studies, or another related field
- Master's degree or additional qualifications (added advantage)

### Job related experience:

- 5 to 10 years' experience in gender and GBV programming

### Technical skills:

- Demonstrated report writing skills
- Strong representation and negotiation skills
- Very high quality written work and language skills in English; ability to speak in French & Kinyarwanda
- Deep knowledge and understanding in the following thematic areas:
  - Gender Based Violence
  - Gender justice
  - Ability to integrate and mainstream gender equity and social inclusion into program activities as a cross-cutting area, prior experience in WASH programming highly preferred
- Demonstrate high level expertise in the psychology of influence and experience in participative approaches and women's empowerment and leadership building
- Ability to analyse policies, conduct situational research, and develop strategies to effect change
- Track record of wise and responsive decision making; including ability to anticipate reputational risk and ensure that protective measures are in place
- Ability to manage and nurture collaborative relationships at all levels; contribute effectively at senior management level both internally and externally

**Competencies:**

<b>Competency</b>	<b>Level 1</b> <i>Individual contributor</i>	<b>Level 2</b> <i>People &amp; Process Manager</i>	<b>Level 3</b> <i>Organizational Leader</i>
Inspire & Develop Others			√
Impact Focus			√
Facilitate Change			√
Cross Cultural Adaptation			√
Business Knowledge			√

**Signatures:**

I have read, fully understood, and accept the requirements and responsibilities of this Job Description		
Name of Job Holder:	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date: