



JOB DESCRIPTION

JOB TITLE: Gender Specialist	
LINE MANAGER: Portfolio Manager	CATEGORY: 4
WORK LOCATION: Ha Noi - Country Office	TEAM: Programme
DIRECT LINE MANAGEMENT: N/A	FINANCIAL RESPONSIBILITY: N/A

INTRODUCTION:

CARE is an international development and humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Vietnam (CVN) is a creative and dynamic organisation, which has worked with Vietnamese partner organisations since 1989. CARE in Vietnam recognises that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to the exclusion and vulnerability of particular groups in society. CARE in Vietnam's long term programme goals are that Remote Ethnic Minority Women (REMW) in remote areas and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

PURPOSE OF THE POSITION:

The Gender Specialist is responsible for contributing to the development of approaches, models, methods and tools, and the implementation of CVN's work to promote gender equality and women's empowerment institutionally and programmatically, through advocacy effort and with partners. This position will also support Gender Advisor and Portfolio Managers (PM) to provide technical gender inputs on the programme/project development and implementation to ensure gender integration and gender equality outcomes. Specialisation will be given to Women Economic Empowerment (WEE), Women Voice and Leadership and Gender in Climate change and Emergency.

This position is based in Hanoi, with regular travel required to project sites.

MAIN RESPONSIBILITIES

PROGRAMME IMPLEMENTATION AND QUALITY ASSURANCE:

- Support the Gender Advisor to undertake gender analyses and update them periodically for effective programme development, planning, management and advocacy;
- Work with the Gender Advisor to provide technical support to ensure gender equality is mainstreamed in work plans, activities, indicators and targets, implementation and monitoring;
- Lead to develop and/or adapt appropriate engaging with men approaches, guidelines, methods and tools;
- Contribute to relevant progress/final reports for REMW and SMP programmes and projects;
- Ensure implementation of gender-sensitive indicators and targets to measure the achievements and impacts of REMW and SMP programme/projects in promoting gender equality and women's empowerment. Promote the use and analysis of sex-disaggregated data;



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- Conduct field visits to monitor programme/projects performance and collect information.
- Prepare individual work plans (including provision of technical inputs to other intervention), and participate in team work planning, programme planning and other relevant planning processes; and
- Responsible for implementation of some core programme/projects activities and perform additional duties as required by the supervisor.

PROGRAMME DEVELOPMENT:

- Contribute to or lead the development of new concept notes and proposals including situation analysis, theory of change, and approaches; actively seek funding and partnership opportunities;
- Contribute in conducting the Gender analyses and update them periodically to inform programme development, planning, management and advocacy; and
- Keep updated of emerging trends and best practice related to the WEE to inform programme development and strategic planning for the whole organisation.

OTHER RESPONSIBILITIES AND CONTRIBUTIONS

CAPACITY BUILDING AND COORDINATION:

- Liaise with and regularly debrief with partners and communities to ensure quality gender trainings are implemented according to deliverables;
- Provide ongoing mentoring to partners in implementation of gender specific activities including training, hand-on coaching in the field;
- Develop appropriate capacity building approaches and strategies in gender integration and engaging with men for different target groups; and
- Support Gender Advisor in planning and conduct various capacity building activities for staff and partners in gender integration at programme and organisational levels.

MONITORING, EVALUATION AND LEARNING (MEL):

- Contribute to activity report writing and documenting project activities, processes, models/approaches and lessons learned;
- Participate in data collection for project evaluations, research, and case studies; and
- Assist in the preparation of donor and other organisational reports and presentations.

STRATEGY AND LEADERSHIP:

- Actively contribute to CVN's strategic direction setting and organisational development as a senior member of CVN;
- In cooperation with other staff, promote organisational cohesion and learning organisation through coordination and information sharing among and between all staff; and
- Demonstrate a passion and commitment to CARE's approach and values including gender equality, diversity and cultural sensitivity and inspire leadership on these issues through the CVN team.

ADMINISTRATION AND FINANCE:

- Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget; and
- Use activity funds in line with the approved budgets properly and effectively and in compliance with CARE's finance manual and donor guidelines.



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PARTNERSHIP, ADVOCACY, AND REPRESENTATION:

- Ensure the effective application of 'partner-led' approach in the programme implementation;
- Contribute to the development and maintenance of effective relationships with relevant internal and external stakeholders; and
- Represent the project team and project partners in relevant forums at national and local levels as required.

COMMON ACCOUNTABILITIES FOR CVN STAFF:

- To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- 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 ensure compliance with the safety and security policies, procedures;
- Uphold and promote CARE's commitment to Child Protection and the Protection from Sexual Exploitation and Abuse;
- Demonstrate an ongoing commitment to gender equality, diversity and child protection; and
- Comply with CVN's financial and operational requirements, foster strong communication between operations and programme teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelor Degree in Development Social studies or other related fields and/or 4 years relevant work experience in community based development programmes preferably with a Non-Government Organisation (NGO);
- Proven experience in design, development and execution of gender related activities at community, provincial and national levels to promote gender equality;
- Good skills and experience in facilitating training and capacity building activities;
- Demonstrated excellent understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving skills;
- Demonstrated leadership, people and time management skills, working in a team and the ability to work under pressure and to organise and manage workload to meet deadlines;
- Good oral and written communication skills in both Vietnamese and English and presentation skills; and
- Fully conversant in Microsoft Office and numeracy skills.

APPROVED BY: CD

DATE: