



## JOB DESCRIPTION

<b>JOB TITLE: Gender Advisor</b>	
<b>LINE MANAGER: Country Director (CD)</b>	<b>CATEGORY: 3</b>
<b>WORK LOCATION: Ha Noi – Country Office</b>	<b>TEAM: Program</b>
<b>DIRECT LINE MANAGEMENT: N/A</b>	<b>FINANCIAL RESPONSIBILITY: N/A</b>
<b>INTRODUCTION:</b> <p>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.</p> <p>CARE International in Vietnam (CVN) is a creative and dynamic organisation, having worked with diverse Vietnamese partner organisations over the past 25 years in over 200 projects. CARE in Vietnam recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CARE in Vietnam's long term program goals are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.</p>	
<b>PURPOSE OF THE POSITION:</b> <p>Gender Advisor is responsible for driving CVN's work to promote gender equality and women's empowerment institutionally, programmatically, through advocacy efforts and with partners. The position provides technical advice on program development, assuring quality implementation and measurement of gender transformative approaches in programmes and projects, and supporting partners and other external stakeholders to build their capacity to promote gender equality and women's empowerment.</p> <p>This position is based in Hanoi, with travel required to other sites.</p>	
<b>MAIN RESPONSIBILITIES AND CONTRIBUTIONS</b>	
<b>STRATEGY AND LEADERSHIP:</b> <ul style="list-style-type: none"><li>• Actively contribute to CVN's strategic direction setting and organisational development as a senior member of CVN;</li><li>• In cooperation with other staff, promote organisational cohesion and learning organisation through coordination and information sharing among and between all staff; and</li><li>• Demonstrate a passion and commitment to CARE's approach and values including gender equality, diversity and cultural sensitivity and inspired leadership on these issues through the CVN team.</li></ul>	
<b>PROGRAM DEVELOPMENT:</b> <ul style="list-style-type: none"><li>• Lead the development of new concept notes and proposals including analysis, theory of change, and approaches; actively seek funding and partnership opportunities;</li><li>• Lead the gender analyses and update them periodically to inform program development, planning,</li></ul>	



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management and advocacy;

- Ensure quality, coherence and synergy of gender related work in programme development planning and management;
- Keep updated of emerging trends and best practice related to the Gender priorities to inform programme development and strategic planning for the whole organisation.

### **PROGRAM IMPLEMENTATION AND QUALITY ASSURANCE:**

- Lead the mainstreaming of gender in programmes through participation in the formulation of programme goals, strategies and approaches;
- Ensure gender equality is adequately reflected in the process of formulating work plans, activities, indicators and targets, implementation and monitoring;
- Ensure that work plans include specific gender indicators and targets for achievement of CVN's goals;
- Conduct field visits to monitor programme/project performance and collect information; conduct technical reviews regularly and take or propose corrective actions as appropriate; and
- Responsible for implementation of some core programme/project activities and perform additional duties as required by the organization.

### **MONITORING, EVALUATION AND LEARNING (MEL):**

- Lead the knowledge management of in-charged technical areas through drafting/finalising key technical documents and reports, sharing good practice, lessons learned, and knowledge and/ or information exchange;
- Develop sets of gender sensitive indicators and targets to measure the achievements and impact of REMW and SMP programmes/projects in promoting gender equality and women's empowerment. Promote the use and analysis of sex-disaggregated data;
- Participate in the research and analysis to generate data and information for evidence-based policy advocacy and programme/project design;
- Provide technical advice to programme teams for decision making in the research, monitoring and evaluations;
- Ensure technical information generating properly in draft MEL products such as project indicators and baseline, mid-term and end-line reports;
- Ensure high quality of in-charged technical areas in all reports, lessons learned and case studies; and
- Ensure that CVN aligns with and supports CARE's overall commitment to gender equality and women's empowerment within the organisation as well as in all programme/projects.

### **ADMINISTRATION AND FINANCE:**

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

### **CAPACITY BUILDING AND COORDINATION:**

- Promote approaches on gender equality and women's empowerment of CARE International in policies and programming through delivery of training workshops and guidelines for CARE staff and partners;



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- Design and develop gender capacity building and learning approaches and strategies to support CVN's staff and partners;
- Provide ongoing coaching and mentoring to partners and CVN staff;
- Conduct gender orientation to new staff as required.

### **PARTNERSHIP, ADVOCACY AND REPRESENTATION:**

- Ensure a 'partner-led' approach is applied in programme implementation. Support the selection of partners for new projects;
- Provide clear explanations of CVN programme strategy and CARE's work in Vietnam to internal and external stakeholders;
- Work with external partners including private sector to exchange of information, experience and courses of action to support capacity development, relationship building and collaboration on promoting gender equality and women's empowerment;
- In collaboration with the Communication Team, provide public information on CVN programme strategy to create greater public awareness about gender equality and women's empowerment;
- Develop and maintain effective relationship with relevant internal and external stakeholders;
- Present Gender issues in meetings and activities of the Senior Management Team;
- Represent CVN in all relevant forums at national and international levels; and
- Be the thematic lead on Gender advocacy work; and be the spoke person on Gender theme.

### **COMMON ACCOUNTABILITIES FOR CVN STAFF:**

- To proactively participate in the APPA process including the annual appraisal, mid-year 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 and procedures;
- 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's degree in Gender Studies/Community/International Development Studies or equivalent and/ or a minimum 8 year relevant work experience, preferably in community or international development activities and capacity strengthening;
- Proven experience in conducting research and analysing gender sensitive socio-economic situation to inform programme development, planning, communication and advocacy;
- Proven experience in building capacity on gender equality and women empowerment with various stakeholders;
- Proven experience in effective strategic planning, direction setting, strong conceptual and analytical skills;
- Proven experience in leading and managing a multiple technical complex programme or issues, with minimal supervision;
- Ability to manage a budget and/or cash;



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- Demonstrated high level organisational and time management skills, including the ability to plan and manage workflow and balance competing priorities to ensure meeting deadlines in a complex environment;
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy;
- Representational skills including developing networks and relationships with other key stakeholders;
- Demonstrated strong leadership, decision making, conflict resolution and influencing skills;
- Demonstrated strong commitment to CARE's approach and values including diversity and cultural sensitivity;
- Fluent oral communication and writing skills in both in Vietnamese and English; and
- Fully conversant in Microsoft Office and numeracy skills.

**APPROVED BY: Country Director**

**DATE: 17 July 2017**