



Technical Assistance Facility Director – CARE-She-Trades Impact Fund

The Introduction:

We are looking for an experienced Technical Assistance Facility Director to lead CARE Australia's engagement with a special project.

- Work with a team dedicated to creating a more equal world and ending poverty
- Southeast Asia - Cambodia, Vietnam, Indonesia (Exceptional candidates in Melbourne/Canberra will be considered)
- Contract to January 2022 with possibility of extension

About Us:

CARE is an international humanitarian organisation fighting global poverty, with a vision to which focuses on empowering women and girls to fight poverty and bring lasting change to their communities. We work in over 80 countries around the world. We work with partners to achieve lasting results for marginalized communities.

The Position:

The CSIF Gender TAF Director leads CARE Australia's engagement with the CEI managed project the CARE-She-Trades Impact Fund (CSIF). The mission of the CSIF is to apply an investment strategy that focuses on deliberate analysis, decisions and ways to address systematic gender inequality to improve social returns as well as business outcomes. CSIF will invest in mission-driven companies with leaders committed to fostering a safe, inclusive workplace for all employees and supply chain actors, and in businesses that create improved products and services that promote economic inclusion in particular for disenfranchised women.

The TAF Director oversees the development of a Technical Assistance Facility TAF which runs alongside but is separate to the CARE-SheTrades Impact Fund. The TAF will deliver gender technical assistance to the investee companies. Responsibilities include development of the TAF model, recruitment and management of staff to provide gender TA, quality assurance and the monitoring of the results of such TA services to the companies, and contribution to learning and evolution of the field of [gender lens investment](#).

The position is currently at a 0.5 FTE (at November 2020), but will evolve to a 0.8FTE/fulltime position when the TAF comes online and the investment companies are enrolled in the fund (subject to funding).

Key Responsibilities

1. Oversee the design, planning and launch of the TAF model.
2. Recruit and train a cadre of gender experts from CARE and possibly local consultants ready to fulfill the TA delivery to the companies. Gender experts will have skills in business acumen, behavioural science, and organizational change processes to deliver coaching, mentoring and training services to the companies during the timeline of the CSIF's investment.

3. Lead the design and deployment of TA to companies in the CSIF Portfolio, in close collaboration with the CSIF Investment Team.
4. Maintains quality of TA services by
 - Developing simple performance standards for TA;
 - Monitoring and reinforcing quality and customer service standards;
 - Analyzing and resolving quality and customer service problems;
 - Recommending system improvements.
5. Project management and contribution to business development .
6. Contribute to CEI's goal of contributing to overall thought leadership including contributions to the learning and evolution of the gender lens investment field, by innovation, documenting lessons, sharing learning new tools and approaches, and public speaking.
7. Support CSIF investment team in applying a gender lens throughout the investment cycle.

The Location:

The position is flexible in location to CARE Country Offices in Cambodia, Vietnam and/or Indonesia. Exceptional candidates based in Melbourne or Canberra will be considered.

Ideally you will have:

- Qualifications and/or at least 8 years experience in business/economic development, partnership development or management consulting, ideally in emerging economies;
- Proven experience in gender-smart business practices / gender-based diversity and inclusion initiatives policy and design for private sector enterprises, ideally in low resource settings;
- Proven experience in conducting, and supporting teams to conduct, gender audits or gender assessments, develop actions plans and support implementation of those plans;
- Previous experience in building staff capability and training including development of high quality and effective training materials using virtual and in-person adult-centered training techniques and feedback mechanisms;
- Proven capability in remote management and mentoring of staff to ensure the highest standards of TA delivery to clients;
- Project management experience in the international development field, including specific skills like financial literacy and experience in reporting to donors;
- Extensive cross-cultural experience across Southeast Asia preferred, including ability to negotiate and manage conflict in multi-cultural environments.

What we can offer you

- A flexible and supportive working environment
- Generous salary packaging benefits

Interested?

After reading the **Candidate Information Pack**, complete the online application form linked to the vacancy on our careers page. Please ensure you attach your CV and a cover letter explaining how your experience matches the selection criteria. Only applicants who fully address the criteria will be considered.

Questions about the role?

Please contact Suzi Chinnery, suzi.chinnery@care.org.au (please do **not** email applications to this address).

Applications Close: 15 January 2021

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

“Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Manager.”