



Gender and Minority Inclusion Specialist

About the role

Gender and Minority Inclusion Specialist will work full-time under the Improving Private Sector Competitiveness (IPS-C) project. This project seeks to increase the competitiveness of small and growing businesses (SGBs) of sizes up to 500 employees, including those led by women and ethnic minorities. Through technical assistance, training, and information exchange, the Improving Private Sector Competitiveness project will: (i) strengthen foundational business management skills of SGB managers and owners, (ii) encourage the adoption of productivity-enhancing technology of SGBs, (iii) facilitate business-to-business networking for business opportunities and policy advocacy, and (iv) support national and provincial governments to implement policy reforms conducive to inclusive private sector growth and competitiveness.

The Gender and Minority Inclusion Specialist will be responsible for designing the gender & minority integration plan, as well as leading all the planned gender and social inclusion activities. He/she will work with other technical specialists in developing the system for the consolidation and analysis of sex-disaggregated and other demographic data and identifying potential socio-economic impacts on project activities. He/she will provide training or guidance to teams in how to engage women, persons with disabilities, and ethnic minorities in the project as well as provide capacity-building support on those issues for project team and implementing partners.

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

Key responsibilities

- Design gender and minority integration plan/strategy in accordance with the intervention masterplan.
- Lead and coordinate the implementation of all planned gender and social inclusion activities, and closely monitor activities' outcomes.
- Ensure that gender and minority inclusion are well-reflected in the Monitoring, Evaluation, Accountability, and Learning (MEAL) plan.
- Develop relevant tools, methodologies, and check-lists to promote gender equality and ethnic minority/social inclusion in project implementation.
- Build/strengthen capacity for Project team and implementing partners on gender and minority/social inclusion.
- Periodically review and update the gender & minority inclusion strategy/plan and align with other project plans.
- Lead the gender & power analysis assessment and provide relevant advisories to project team and implementing partners to ensure the needs of women/ethnic minority-led businesses are addressed.
- Produce case studies and success stories of gender mainstreaming and ethnic minority/social inclusion within the Project activities.
- Other tasks required.

Ideally you will have:

- 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 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, social inclusion and women's 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;
- Representational skills including developing networks and relationships with other key stakeholders;
- 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.

Why you should apply:

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams
- A comprehensive benefit package

Application Deadline: 17:00 pm 20 July 2021

Interested?

We invite **Vietnamese candidate** to submit expressions of interest to join our team. Please click the Apply button and complete online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your CV and cover letter in English language before submitting.

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit: www.care.org.vn

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. In addition to 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 Team Leader.