

JOB DESCRIPTION

Senior Gender Officer

Position title	Senior Gender Officer
Location	Ainaro, Ermera & Dili
Reports to	Gender Program Manager
Grade	5 Step 1
Salary	US\$779 per month
Position type	1 Year with possible extension
Start date/timeframe	June 2023

1. Background

1.1 About CARE

CARE is an international development and humanitarian organization that has been working in Timor-Leste since 1994. With programs that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programs.

1.2 About the program

CARE International in Timor-Leste (CITL) will implement a United States Department of Agriculture (USDA) funded program called HATUTAN, to build a partnership between schools and their communities to improve literacy, learning, health and nutrition for children and adults in the municipalities of Ainaro, Ermera, Manatuto and Oe-cusse. The program works with the Ministry of Education, Youth and Sports (MEYS) as the lead Ministry to strengthen pre-school and primary school performance in literacy, health, nutrition, and support the full implementation of the government school feeding program.

2. The role

Senior Gender Officer: Based in Ainaro (1), Ermera (1) or Dili (1), this position will provide support to all technical teams to integrate gender throughout the program management cycle; design refinement, implementation, monitoring and evaluation following CARE's gender transformative approach, provide gender transformative Social Behaviors Change (SBC) messaging and training to HATUTAN and partner staff on gender and inclusion in nutrition, health and education. The position is supervised by the Gender Program Manager based in Dili and also managed on a day to day basis by the Field Program Manager. The Field Program Manager is the point of contact with the municipal level government and other stakeholders in the municipality. The Senior Gender Officer will work in coordination across HATUTAN staff unit to support in all activities, the differential needs issue of women, men and person with disabilities are identified, analyzed and addressed. Senior Gender Officers prepare and provide training, mentoring and other capacity development support in areas of gender equality.

The role requires a high level of professionalism, good leadership and vision, excellent organizational and planning skills good training and facilitation skills and an ability to work confidentially and appropriately with others across a diverse team. This position is based in Ainaro, Ermera and Dili with frequent travel required to project locations within the municipality and some travel to the Dili office. During weeks schools have classes, the regular work schedule will include Saturdays to cover activities at the schools. The work schedule for field staff, including the Senior Gender Officer, may shift to Tuesday through Saturday work week and/or use compensatory time off.

MAIN RESPONSABILITIES

Planning and Preparation

- Study the CARE experience to date of gender transformative programming in rural communities internationally and in Timor-Leste to review best practices, lesson and improve the effectiveness of gender transformation at all levels; individual, organizational and community.
- Study guided facilitation tools including the Social Analysis and Action Approach, CARE'S gender equality framework, Men and Boys Engagement, Community Score Card, Gender Marker, etc and how to use these tools to identify gaps in service delivery related to inequitable gender and power norms, and to bring out voices of groups often considered less powerful in rural communities such as women, youth, children, and other marginalized populations.
- Prepare and practice with tools to be used during facilitated gender training to the staff, organizations and communities.

Program Responsibilities:

- Conduct Gender, social norm and social inclusion assessments and inform intervention design and refinement based on findings.
- Plan the gender activities with budgets at the municipal level in coordination across HATUTAN staff units.
- Work with Gender Program Manager to train HATUTAN staff on using CARE's gender tools including facilitation strategies that can help identify gender issues in school and community.
- Work with HATUTAN teams to prepare, plan and provide training, mentoring and other capacity development support on gender equality in the program.
Coordinate linkages between HATUTAN Staff, community, partner and stakeholders at village, municipality and national to strengthening coordination and support collective influencing on gender equality
- Link work and support to CARE frameworks, strategies and work national, regional and internationally.
- Lead and support monitoring and evaluation activities to measure changes in discriminatory gender and social norms using tools as outcome mapping and Social Norm Analysis Plot
- Generate learning and write significant change stories focusing on gender equality outcome
- Undertake any other task as agreed on with line manager.

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelors' degree in Social Science, gender studies or equivalent with minimum 3 years' relevant work experience, and/or University Diploma with minimum 4 years' relevant work experience;
- Experience working in health or gender mainstreaming programs and experience working in schools is an advantage;
- Experience providing training or coaching, leading teams and directly supervising other staff;
- Experience in facilitation required and experience with social accountability tools an advantage;
- Ability to promote collaboration with other CARE staff, Government, Local authority, and other partners;
- Excellent communication skills in Tetum and intermediate (very good) in English;
- Ability to communicate in one or more of the local language(s) such as Mambae, Kemak, Galoli, Tokodede, Bunak, Baikenu, or Tetum Terik;
- Demonstrated strong leadership, decision making, problem solving and planning;
- Demonstrated ability to take direction and to work as part of a team;



CARE International in Timor-Leste

- A willingness to implement CARE's gender transformative approach in all activities, especially gender equality and women's empowerment activities;
- Intermediate (very good) in Microsoft Office with knowledge in Microsoft Word and Excel, good numeric skills;
- Ability to drive a motorbike in remote location and with a valid license is an advantage.