

JOB DESCRIPTION

Senior Manager - Gender and Program Quality

Position title	Senior Manager - Gender and Program Quality
Location	Dili, Timor-Leste
Reports to	Program Director
Grade	8 step 1
Salary	US\$2,086 per month
Position type	2 year
Start date/timeframe	1 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 programmes 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 programmes.

2. The role

PURPOSE OF THE POSITION:

The Senior Manager has the responsibility for the leadership and management of the gender and program quality (GPQ) team. Gender and program quality provides strategic guidance to support existing projects and on the designing of new projects in line with CARE's Long-Term Program strategy in Timor-Leste. The team supports CARE's humanitarian and long-term development work.

The gender and program quality team supports the ongoing capacity building of CARE staff in gender and women's empowerment; enhances CARE's capacity to conduct analyses and produce evidence to better understand underlying causes of poverty and marginalization and the impact of CARE's work. The team ensures gender and women's empowerment are central to CARE's program strategy and activities; promotes a learning culture to generate and share information to improve program quality. The team is responsible to ensure effective monitoring, evaluation, impact measurement and learning systems are implemented, and builds the quality, scope and effectiveness of CARE's partnership portfolio with civil society, government, donors and peers.

The Senior Manager plays a leadership role to the gender and program quality team to ensure CARE's projects are aligned with our core strategies and frameworks: Long-Term Program, Gender, Impact and Learning, Accountability, Partnership and Advocacy.

The Senior Manager's strong communication and coordination skills and ability to work in a team will ensure there is strong coordination between project teams and the gender program quality team.

The position is based in Dili, with frequent travel to the field to monitor gender and program quality activities

Main Roles and Responsibilities:

1. Strategy and leadership of gender and program quality functions

- Oversee the gender and program quality team to ensure strategic and technical advice is provided to project teams, to ensure projects are implemented effectively with demonstrated impact and learning.
- Review and ensure CARE's strategies and frameworks for gender, learning and impact, advocacy, partnerships, safeguarding and accountability are understood, implemented and monitored through clear work plans.
- Provide six monthly updates and recommendations to CARE International in Timor-Leste's Senior Management and Program Management teams on progress against gender and program quality strategies and frameworks.
- Ensure CARE International in Timor-Leste has robust systems and procedures at a programmatic level, aligned with CARE International requirements.

2. Team Management

- Work collaboratively with the gender and program quality team to develop, implement and monitor the gender and program quality work plan (annual, six monthly, quarterly and monthly).
- Promote an open, diverse, supportive and participative work environment.

- Provide direction, guidance, assistance, on the job coaching and support to the gender program quality team to enable them to carry out their responsibilities and ensure they receive adequate professional guidance and development opportunities.
- Manage the gender program quality team including conducting regular team and direct report meetings to discuss performance, monitor work plans, provide management updates, complete annual performance processes and address any concerns.
- Oversee the gender program quality team budget and look for cost efficiencies.
- Work with gender program quality team and other teams, to support effective ongoing capacity building of staff and partners in gender, advocacy, safeguarding, accountability, learning and impact and partnerships.

3. Networking and coordination

- Actively network, build relationships, and strengthen reputation and positioning of CARE with Government agencies and other development partners through regular meetings and other engagement activities.
- Encourage a collaborative and partnership approach between the gender and program quality team, project teams and support units.
- Promote a learning culture between gender program quality and project teams.
- Quality control of CARE International in Timor-Leste's annual reporting for CARE International.

4. Advocacy

- With gender program quality team and Communications Specialist, lead CARE's gender in advocacy work

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:

- Tertiary qualifications in social science or similar discipline
- Demonstrated experience in managing and leading small teams within an INGO
- Demonstrated proactive, flexible approach and ability to manage competing priorities and to organize and manage workload to meet deadlines

- Demonstrated leadership and the ability to respond effectively to challenges, to work effectively in a small, diverse and busy team environment with minimal supervision
- Strong communication skills and the ability to build strong relationships with internal and external stakeholders
- Demonstrated experience in influencing and advocacy
- Strong written and oral skills in Tetum and English

Desirable:

- Demonstrated technical experience in one of more of the following: partnerships, monitoring and evaluation, gender, safeguarding and accountability.
- Experience and knowledge in project cycle management
- Experience in working with and strengthening systems and processes

Personal attributes

- Results-orientated
- Shows initiative
- Flexibility
- Ability to work under pressure
- Team player
- Ability to multitask
- Demonstrates personal commitment to continuing professional development
- Strong commitment to gender equality and inclusion
- Demonstrated ability to provide mentoring and coaching