Job Vacancy

Job Title: Gender and Inclusion Project Officer

Duration: 1 Year

Reports to: ZOA’s Peacebuilding Programme Coordinator and Senior Programme Officer of the Liberia Peacebuilding Office (PBO)

Term of Reference Gender and Inclusion Project Officer

ZOA supports those affected by violent conflicts, natural disasters, and chronic poverty in fragile states, irrespective of race, gender, ethnicity, religion, or age. By working alongside communities, we contribute to signs of hope and restoration, supporting people to overcome hardship and rebuild their lives. Inspired by our Christian faith, we provide relief, hope and recovery to people impacted by conflicts and disasters, as we work towards a world where people have hope and live dignified lives in peaceful communities. We value people, we are faithful, we are good stewards, and we serve with integrity. In Liberia, ZOA delivers innovative, and ground-breaking projects in Food Security and Livelihoods, WASH, TVET, Home Grown School Meals, and Peacebuilding, with a strong focus on inclusion, participation and sustainability, thereby achieving lasting positive change.

Job Purpose:

Ensure that Gender Equality is mainstreamed in all project activities from planning to implementation; To ensure more inclusive and equitable civic and political participation for women, people living with disabilities and other marginalized groups, and constructive pre-election campaigning that contributes to sustained Peace in Liberia.

Objectives:

- To analyze, review and provide technical and policy-relevant recommendations, including methodologies and tools to integrate gender equality at all stages of the project;
- Provide specific services to support the efficient and effective functioning of the project in the context of Gender issues;
- Responsible for quality performance relating to gender issues within the project framework.

Duties and Responsibilities:

- The Gender Officer is responsible for gender mainstreaming and proactive technical support to the organization;
- S/he will work with all departments and partners to ensure that gender equity principles are incorporated into all policies and activities;
- S/he will plan, implement and follow up on gender-related activities and provide support to Counterpart staff, partners and grantees on mainstreaming gender in their programs and activities, including design and implementation of trainings on gender-related topics;
- Provide support, training and technical assistance to the partners on gender and related topics
- Ensure gender integration in the day-to-day activities;
- Provide technical support to the project team;
- Monitoring and reporting on gender issues;
- Networking and coordination;
- Knowledge management and knowledge sharing
- Monitor and report on the project related gender issues in project locations;
Liaise with key national and international stakeholders, key domestic political and civic actors, civil society organizations, international NGOs, and donors in the project locations to facilitate and enhance contribution towards the implementation of the project especially gender equality;

Attend conferences and seminars as directed by the PBO and ZOA;

Represent ZOA and PBO in the Technical Sexual Gender Based Violence working group Meetings;

Assist in the development of concept notes, project documents and policy frameworks and research area and gender issues for best practices as directed by ZOA/PBO;

Participate in gender related community of practice in project locations;

Support in writing stories related to programme and project developments as they relate to gender equality issues;

Ensure that the project captures social issues relating to women and other marginalized groups within the program context, including a gender dimension;

In close collaboration with ZOA/PBO identify and analyze the gender equality and human rights gaps and highlight mainstreaming gender equality and human rights in the program implementation;

Perform other work-related outputs as requested by ZOA and PBO.

Provide technical support to the project team

Provide advice and support to the PBO, ONPA and ZOA Teams in the implementation of the key gender components under the project “Strengthening Inclusive Civic and Political Participation and promoting constructive pre-election campaigning for Sustained Peace in Liberia”;

Analyze and ensure the interventions are sensitive to issues of inclusion of women, disabled and other marginalized population groups.

Support in updating and sharing with staff recent developments and knowledge tools in the areas of interventions

Corporate and functional competencies:

- Demonstrates integrity by modeling the Peacebuilding Office values and ethical standards;
- Promotes the vision, mission, and strategic goals of PBO;
- Displays cultural, gender, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and respect for human rights;
- Ability to analyze policy documents and make constructive policy suggestions;
- Strong interpersonal skills, communication and ability to work in a team;
- Capacity building skills and flexibility depending on the setting;
- Good writing and reporting skills;
- Good presentation skills;
- Ability to work under pressure and stressful situations, and to meet tight deadlines.
- Ethics and Values;
- Organizational Awareness;
- Working well with Teams;
- Communicating Information and Ideas;
- Self-management and Emotional Intelligence;
- Conflict Management / Negotiating and Resolving Disagreements;
- Knowledge Sharing / Continuous Learning;
- Recognizes and responds appropriately to the ideas, interests, and concerns of others;
- Builds trust and engenders morale by displaying open, transparent, and credible behavior;
- Respect individual/cultural differences; utilizes diversity to foster teamwork;
- Ensures others’ understanding of, involvement in, and adaptation to a change process.

Results-Orientation:

- Proactive, problem-solving and result-oriented attitude;
- Plans and produces quality results to meet established goals;
- Generates innovative, practical solutions to challenging situations.
Education:
• Master’s degree in studies related to gender, Social Sciences, administration, peacebuilding, or closely related areas.

Experience:
• At least 5 years of practical working experience in gender equality, peacebuilding, governance, and administration or project management related areas;
• Experience working with major national program looking at the gender responsiveness;
• Experience conducting gender equality and human rights trainings, or stakeholder meetings is highly desired;
• Relevant experience working with peacebuilding project is desired;
• Prior experience working in the field of gender-related projects with additional understanding of a crisis/conflict prevention and recovery approach;
• Experience in working with high level counterparts and engaging with senior Government officials;
• Previous project management experience is an asset.
• Excellent reporting and writing skills.
• Fully proficient in software packages (MS Word, Excel and PowerPoint).

Languages:
• Excellent writing and oral communication skills in English

How to Apply:
A letter explaining your suitability for the role of no more than one page, and CV, as well as contact details for three referees (including latest, or current employer) should be addressed to ZOA’s Country Director, Harmen Sas and to the Executive Director of the PBO Edward Mulbah, and sent by email only to ZOA’s Office Administrator at the following email address: r.jones@zoa.ngo

This is a national position. Appointment depends on funding being secured. A provisional start date of 1 September 2019.

All applications must be received by 17:00h Friday, 12 July 2019. Only short-listed candidates will be contacted. Short-listed candidates will be invited to an interview, which will also include proficiency tests.