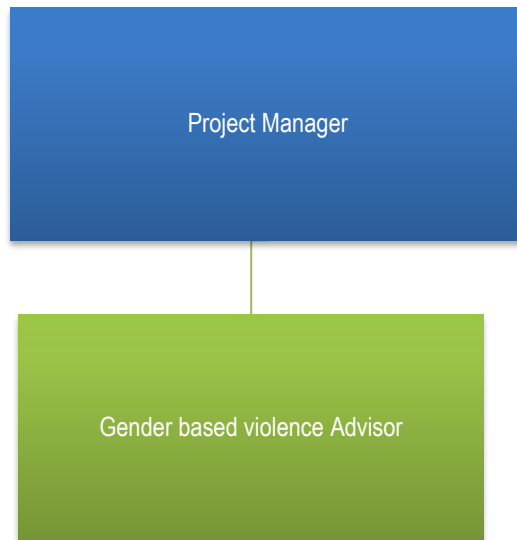


Position Name (Title) :	Gender-Based violence Advisor	Position Level:	Grade 10
Reporting to (Title) :	Project Manager	No. of Direct Reporters:	0
Version:		Sector /Department/Section :	WR Programs

Position Reporting Lines



Main Job Purpose

This position will be responsible for ensuring that CARE’s GBV Case Management is following effectively the inter-agency and CARE case management standards operating procedures in all projects. Additionally, this position will be responsible of harmonizing and synchronizing the different case management departments across Women’s Rights program.

Objectives

- Ensure effective implementation of the Projects’ qualitative and quantitative case management services.
- Providing on-going technical support for all CM team members and ensuring the overall quality of the case management process.

Accountabilities

- Conduct case file audit to ensure that they are up to date and check quality and consistency of work.
- Ensuring a positive workplace well-being and engagement of the team.
- Ensure on-going partnerships and networking with different stakeholders.
- Building capacities of partners and CBOs aiming for localization and multiplying knowledge
- Contribute to projects' annual planning and proposals writing as an advisory role..
- Act as CARE's case management technical focal point to the donors and different partners, follow up with them and ensure their requirements are met.
- Responsible for GBV case management advertising and raising awareness of the available services.
- Ensuring the standardization of case management SOP in all projects/governates.
- Represent CARE in different working groups.
- Ensuring proper capacity building of case management teams aligned with the different needs of every project, including technical consultations.
- Design case management capacity building materials, which can be delivered within the CARE's case management teams or other local partners.
- Design a case management training curriculum and have the capacity to train other organizations on it.
- Ensure proper linkage between prevention activities and response unit, and create clear internal and external referral pathway.
- Coaching members of the team on handling complicated and sensitive cases and interfering whenever there is a high security issue.
- Engage in reviewing the technical offers of the external consultancies of CM services.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Other programs. • Program support units. 	<ul style="list-style-type: none"> • Partner Organizations. • Local partners and governmental bodies

Working Environment

The position follows the normal working environment of the organization.

Indoor: 70 %

Outdoor: 30 %

Working Hazard: Normal
 Working Days: 5 days
 Days Off: 2 days
 Working Hours: 7:9-30 to 3- 5:30
 Location: Cairo 50% - Alexandria 50%

Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks

Job Requirements

Education:	BSc of relevant field is a Must. Master degree is preferred.
Experience:	Experience from 4-6 Years in GBV/ Refugees field in the development sector. Preferably at INGO with supervision and people management experience.
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"> • English • Arabic

Signatures

		Date
Employee		
Manager		
Human Resources		