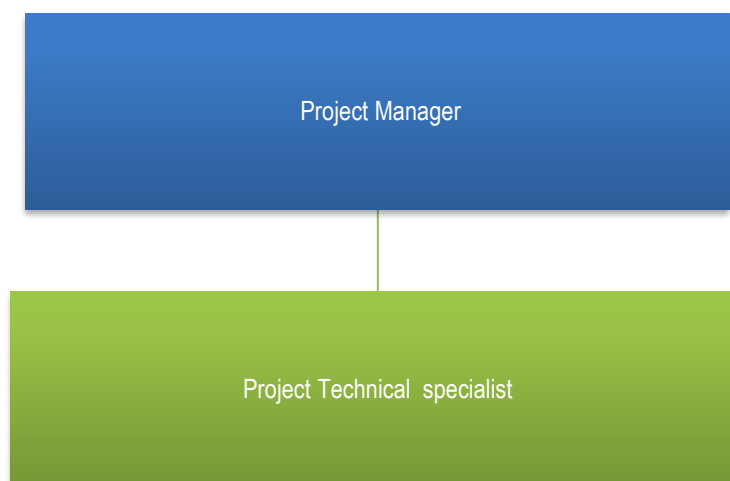


<b>Position Name (Title) :</b>	Gender Advisor	<b>Position Level:</b>	9
<b>Reporting to (Title) :</b>	Project Manager	<b>No. of Direct Reporters:</b>	0
<b>Version:</b>		<b>Sector /Department/Section:</b>	Program

### Position Reporting Lines



### Main Job Purpose

Provide the required technical support and training to the project team, beneficiaries, and stakeholders according to project goals and needs in the project-targeted governorates (Beni Suef, Menya, Behira and Giza)

### Objectives

- Improve staff capacity and partners technically
- Improve the quality of project's interventions through providing technical information.

### Accountabilities

- Provide ongoing technical support and guidance to project staff and partners.
- Provide Trainings for project team, beneficiaries, volunteers, etc
- Write periodical reports as per project requirements
- Monitoring the quality of the trainings provided in the project
- Suggest project's activities to strengthen project technical aspects.
- Review technical training materials based on project needs.
- Contribute to develop project technical tools review M&E tools and templates from technical side.
- Participate in implementing advocacy plan for project and identify advocacy messages.
- Participate in reviewing data gathering tools, data collection and situation analysis.
- Implement the technical capacity building plan for partners and staff.
- Develop the technical related parts in the project's reports.

- Main responsible for achieving project's technical results/targets.
- Participates in the selection of and support to external, temporary technical assistance (consultants, volunteers) as required;
- Leads the development, execution, facilitation, and Monitoring of training for partners and staff development on gender-specific initiatives to ensure the quality of the training delivery;
- Actively contributes to the Implementation of the Plans to ensure gender transformative approaches;
- The advisor will also lead project efforts to introduce key Gender Transformative Approaches for both organizational and programmatic transformation. These approaches include: Social Analysis and Action (SAA) tool, Engagement of Men and Boys (EMB), gender related round table discussions, and review policy papers developed by the project.
- The advisor leads/conducts/follow-up/organize standard quality training and produces related guidelines to ensure women's empowerment and integration of gender priorities into all technical sectors of SFtW project.

### Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> <li>• Project Team</li> <li>• Other program staff</li> <li>• Support unit (Finance &amp; Procurement, HR, IT and Admin)</li> </ul>	<ul style="list-style-type: none"> <li>• Governmental officials</li> <li>• Suppliers</li> <li>• NGOs</li> <li>• Peer organizations</li> </ul>

### Working Environment

The position follows the normal working environment of the organization.

Indoor: 40%

Outdoor: 60%

Working Hazard:

Working Days: 5 days

Days Off: 2 days

Working Hours per day : 8 Hours

### Position Dimensions

POSITION DIMENSION	
Level of Authority	Execute Assigned Duties
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not 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
CARE skills	Level 5

### Job Requirements

Education:	Bachelor's degree in a related field.
Experience:	Previous experience in development and at least 5 years of experience in similar technical role.
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"> <li>• Good level of English</li> <li>• Arabic</li> </ul>

### Reports

- Write periodical reports as per project requirements

### Signatures

		Date
Employee		
Manager		
Human Resources		