

Position Name (Title) :	Gender Programs' Advisor	Position Level:	11
Reporting to (Title) :	Program Director	No. of Direct Reporters:	-
Version:		Sector /Department/Section :	Program

Position Reporting Lines



Main Job Purpose

- The programs advisor is expected to provide guidance and technical inputs for all CARE Egypt programs in his/her area of expertise.

Objectives

- Promote the new models, trends, and standers for the thematic area between all programs staff.
- Provide Thematic related TA to programs and projects staff.
- Improve the Programs performance in the identified Thematic area.
- Contribute to promoting CO thematic practice nationally and regionally.

Accountabilities

- Works closely with projects mangers and PDs in developing program action plans in gender.
- Provide technical support and guidance to PDs, Project Managers, and project staff/in implementing programs plans.
- Identify, introduce, and promote new techniques, approaches, tools, and standers.
- Share and promote international and regional best practices including new models / approaches for other CARE's offices or peers' organizations
- Support programs by provide the technical input for ToC review, project design and project advocacy plans and priorities.
- Conduct Technical training for partners and projects and program staff.
- Develop Training materials, review and develop training modules and technical publications.
- Participate in consultancy missions for relevant regional and national consultancies.
- Collaborate with project managers, Advisors, Field Supervisors in developing and conducting thematic capacity development activities and interventions
- Working closely with MEAL team to ensure thematic strategy is fully integrated within M&E projects and programs systems.

Position Relationship with Other Parties

Internal Relationship

- Country Director
- Programs directors
- Projects mangers
- Cross Cutting unit
- Projects and program staff.

External Relationship

- Partners (media, CSOs, :PCs)
- Donors
- Governmental officials

Working Environment

The position follows the normal working environment of the organization.

Indoor: 60%

Outdoor: 40%

Working Hazard:

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours per day

Position Dimensions

POSITION DIMENSION

Level of Authority - Advisory

Minor Judgement Within Guidelines

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

Conduct Technical Interview

Consequence of Error

Impact Own Team

Job Requirements

Education:

	BS.c in relative field - Preferably Master in the thematic area
Experience:	Previous experience in working in development with at least 7 years of experience in gender field
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"> • English is preferred • Arabic

Reports

To program Director

Signatures

		Date
Employee		
Manager		
Human Resources		