

## **JOB DESCRIPTION**

### **GENDER EXPERT**

#### **REPORTS TO: PROGRAM TEAM LEAD**

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### **1. JOB SUMMARY**

The Gender Advisor will design and develop a workable and contextualized Gender Equality and Social Inclusion (GESI) Strategy. This strategy will be utilized by ENAF from the onset of the Kuza Jamii Program, including streamlining gender aspects amongst all Program partners, selection of the Program participants and technical training. The GESI Strategy will enable ENAF to deliver a gender-responsive Program while working with the implementing partners.

The overall responsibilities of the assignment are to:

1. Directly contribute to the achievement of relevant Program deliverables.
2. Provide necessary support to ENAF and the consortium partners on GESI-related issues.
3. Lead the planning of GESI activities and facilitate the implementation of the approved plans.
4. Contribute to producing resource materials on GESI-related issues.

### **2. KEY TASKS, DUTIES AND RESPONSIBILITIES**

The Gender Advisor is responsible for:

#### **I. Directly contributing to the achievement of relevant Project outputs.**

- Lead the planning and implementation of GESI activities under Kuza Jamii Project.
- Provide strategic advice to Kuza Jamii Consortium partners regarding the realization of GESI, throughout the Program deliverables.
- Disseminate updates on GESI-related policies, guidelines, templates, standards and norms related to project implementation.
- Prepare high quality Terms of Reference for TOTs, gender champions and monitor the development and implementation of their work plans.
- Mobilize support from relevant consortium partners to ensure GESI-Responsive planning and implementation of activities.
- Undertake a gender analysis to identify the gaps that prevent them from embracing Gender Transformative Action (including updating current GESI Analysis and Strategy).
- Coordinate Gender Action Learning Systems community outreach with ENAF county staff.

#### **II. Providing necessary support to Kuza Jamii partners on GESI-related issues:**

- Update strategy to include other GALS Transformative Tools for mainstreaming GESI, and develop action-plans for implementing the strategy.

- Collaborate with Monitoring and Reporting Experts within the consortium to make sure impact measurement focuses on women, PWDs and other vulnerable groups.
- Support the consortium partners to ensure that **updated** GESI elements are well mainstreamed into all capacity development initiatives and in all training materials.
- Meet regularly with all technical specialists and experts within the consortium to brief them on progress, issues, challenges and opportunities with regard to GESI.
- Identify GESI-related capacity development needs of the project staff and develop and conduct internal capacity-strengthening activities.

### **III. Contributing to producing resource materials on GESI-related issues:**

- Support development and maintenance of the knowledge products on relevant GESI issues in the Kuza Jamii Project.
- Document lessons learnt and best practices, for the project.

### **IV. Institutional capacity-strengthening of the project Consortia partners and Government staff on GESI**

- Undertake Gender Analysis and Risk Analysis of the Project.
- Update current Kuza Jamii GESI Analysis and Strategy, with results of Gender Analysis
- Update the GESI Training Manual with additional GALS Transformative tools; other than Happy Family Tree.
- Support Partners develop GESI Action Plans.

### **3. ACADEMIC QUALIFICATIONS:**

- A Master's Degree in Gender Studies, Sociology, Project Management, Development Studies, Law or any other related fields.

### **4. EXPERIENCE & SKILLS**

- Over 10 years of relevant experience with 5 years in a managerial position.
- Strong writing, research and analytical skills.
- Strong organizational, advocacy, internal and external engagement skills.
- Strong experience and knowledge of Gender Transformative Approaches, Gender Mainstreaming/ Integration and Gender Action Learning Systems.
- Proven knowledge and hands-on experience in gender capacity building.
- Excellent facilitation skills, communication, partnership and teamwork skills.
- Knowledge of government structures and policies at local and national level, particularly within the field of gender.
- Demonstrate skills on preparing quality reports and other knowledge products.
- Sound understanding of Sustainable Development Goals and their implications on the program.

### **5. PROFESSIONAL MEMBERSHIP**

- None.

## 6. **CRITICAL COMPETENCIES**

- Cultural awareness.
- Analytical skills.
- Critical thinking.
- Flexibility and adaptability.
- Teamwork and collaboration.

## 7. **PERSONAL ATTRIBUTES**

- Conversant in technology and innovation.
- High integrity and ethical conduct.
- Confidential.
- Self-driven and reliable.
- Excellent interpersonal skills.
- Accountable for results.

## 8. **SUPERVISION RECEIVED**

The job holder is accountable to the Program Team Lead, with a dotted link to the Planning, Monitoring & Evaluation Lead.

## 9. **SUPERVISION GIVEN**

The job holder supervises the following:

- Project Officer - 1.
- Project Assistants - 10.

## 10. **LIMITS OF AUTHORITY/ CONTACTS**

- Access to assets in the Program Centers, as restricted in the policies and procedures of Consortia Partners.
- Access to all data and information on Programs in the institution, as restricted to Consortia Partners.

## 11. **OTHER REQUIREMENTS**

Certificate of Good Conduct.

## **APPLICATION GUIDELINES**

Applicants are expected to submit their **capability statement, gender-related assignments undertaken and Curriculum Vitae.**

**Note: Recruitment will be done on a continuous basis until the role is filled.**