

JOB AND TASK DESCRIPTION

Job Title: Adviser, Gender Mainstreaming

Grade: F

Reports To: Head of Gender Section

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 52 member governments in advancing democracy, development and respect for diversity.

The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery. There is also a Chief Operating Officer (COO) and three Directors responsible for the political, social development and economic, and corporate goals and programmes of the Secretariat. The Secretary-General, the COO and the three Directors comprise the Management Committee, which supports the Secretary-General in the management of the Secretariat through providing advice and through taking decisions for which the Committee is collectively accountable.

The Secretary-General and the three Directors need to interact regularly and widely with a large number of constituencies. These include senior representatives and counterparts in governments, other inter-governmental organisations, civil society groups and the media. In addition to the support received from line divisions, the Secretary-General and the three Directors rely on the availability of expert advice and assistance in their own executive offices to help them carry out such duties.

The Gender Section is one of the sections of the Economic, Youth and Sustainable Development Directorate. The objective of the Gender Section is to support member states to advance the Commonwealth's and other international commitments and protocols on gender equality, including at present the support and implementation of the Commonwealth's four priority areas on gender equality: (i) women in leadership; (ii) women's economic empowerment; (iii) ending violence against women and girls; and (iv) gender and climate change.

The Section's work under the Strategic Plan is focussed on:

- Gender equality mainstreamed in national frameworks and policies;
- Gender equality integrated in the Secretariat's policies, frameworks, programmes and projects; and
- Women, girls and other vulnerable groups empowered and protected against violence and harmful practices

The Gender Section has three inter-linked functions:

- implementing the Secretariat's gender work, designed to promote women's rights and gender equality in Commonwealth countries through advocacy, policy advice, capacity building, and technical assistance;
- policy dialogue through technical advisory with member states; policy dialogue at ministerial level through the triennial meetings of Commonwealth Ministers responsible for Women's Affairs, Commonwealth Women's Forum, and annual meetings of Commonwealth Women's National Machineries;
- leading and coordinating systems and mechanisms for effective gender mainstreaming within the Commonwealth Secretariat including advice for staff on gender issues and tools development.

Job Summary

Reporting to the Head of Gender Section, the Adviser will have responsibility for proposing, planning, implementing and reporting on the Gender Section's work on delivering the Secretariat's Strategic Plan with respect to gender mainstreaming in the Secretariat and in member states. This includes the development of projects and activities to support the strengthening of gender in national political and social development frameworks; and capacity-building of staff on gender for effective gender mainstreaming in the Secretariat's work programmes. The post-holder will be responsible for the development and upscaling of the Secretariat's internal tools and processes to embed gender in all relevant programmes and projects.

Task Description

Under the direction of the Head of Section:

- Within a results-based management framework and in line with the Secretariat's Capacity Development Strategy for gender mainstreaming, design capacity-building programmes and projects, execute and report on them;
- Provide technical expertise in engendering of the Secretariat's activities throughout the program cycle (planning, implementation and monitoring and evaluation of the programmes);
- Monitor and ensure timely and proper implementation of the gender - specific activities within the Secretariat's Work Plans;
- Prepare bi-annual and annual reporting against developed gender indicators for the Secretariat and for the Commonwealth
- Provide support to Communications Division in promoting gender mainstreaming activities in informational materials, website, through corporative networks (Compass, Huddle) and social media;
- Provide support to staff in realizing of the Secretariat's Gender Committee's Annual Working Plan and the Secretariat's Gender Mainstreaming Strategy;
- Support programme staff in development of the gender mainstreaming capacity at different levels: from basic knowledge till advanced expertise in specific thematic areas;
- Plan and deliver advocacy strategies and support National Women's Machineries and key ministries to raise awareness on challenges, and best practices of gender mainstreaming;
- Liaise and coordinate with relevant divisions within the Secretariat to support cross-disciplinary collaboration, provide a more consistent focus and enhanced delivery of gender outcomes within policies and programmes delivered internally and externally;

- Draft and provide other inputs as required to reports, briefs, papers, speeches, minutes and other documentation to guide strategic planning and implementation of Commonwealth gender commitments and targets;
- Provide technical assistance to Secretariat colleagues and to member governments on gender mainstreaming;
- Provide policy advice, background documentation, and practical support as required in the convening and delivery of Commonwealth meetings convened by the Secretariat to advance gender mainstreaming and priorities in the Strategic Plan;
- Keep a filing record system of Gender Mainstreaming programmes matters; and
- Undertake other duties as required when required.

Person Specification:

Education:

- A graduate or post-graduate qualification in gender studies, political science, development studies, the humanities, social sciences or a related field.

Experience:

- At least eight years proven track record in conducting gender analysis and training, working with policy formulation, programme design and delivery reflecting substantive knowledge on gender, democracy, women’s rights, good governance, and socio-economic issues;
- A sound knowledge of relevant gender systems, tools, strategies, emerging international trends on gender, and multi-disciplinary team approaches;
- A proven commitment to gender equality, women’s advancement, and promoting transformative change pertaining to women’s rights; and
- Demonstrable team spirit and proven capacity to network and build effective partnerships and work collaboratively on programmes/projects activities to meet set goals and targets.

Desirable

- Experience in one or more Commonwealth countries, regional or multilateral organisation on gender mainstreaming and sustainable development issues.

Competencies

Respect for Diversity

Works effectively with people from all backgrounds.
 Treats all people with dignity and respect. Treats men and women equally.
 Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.
 Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.
 Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated

Working with Others

Manages conflict and works towards mutual solutions
 Identifies organisations with which to partner for specific solutions
 Encourages others and provides them with the autonomy to pursue relationships
 Uses personal influence to establish compromise and agreement when faced with conflict
 Demonstrates balance between directness and diplomacy in negotiations



The Commonwealth

Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims
Encourages and supports others in demonstrating cultural awareness when working with others

Managing Resources

Manages programme and cross team activities against specific objectives/results
Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia
Identifies the best method and resources when high level course of action has been identified
Analyses available resources and what activity they will enable
Takes responsibility for multi team/programme activities
Manages diverse motivations of a range of groups in large scale programmes

Decision Making

Determines what can be realistically achieved when deciding on strategic solutions
Is proactive and responsive in making decisions on complex, technical issues based on appropriate information
Considers the relevant justifications for a particular course of action
Takes context into consideration when making decisions
Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate
Bases actions and approaches on the root cause of an issue, rather than the symptoms

Accountability

Takes ownership of assigned tasks, honours deadlines.
Ensures timely delivery of outputs within defined cost and quality standard parameters.
Takes responsibility for own shortcomings and compliances.
Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

Leadership & Development

Reinforces vision throughout organisation e.g. by acting accordingly inter alia
Identifies and develops leadership skills in others
Empowers others to take control of their own development and progression
Offers sound guidance and direction on complex and critical issues
Maximises the potential of others e.g. by creating suitable opportunities for development inter alia