

JOB AND PERSON SPECIFICATION

Job Title: Research and Analysis Expert (Ending Violence Against Women)

Division: Gender Section

Grade: G

Duration: Three (3) months

Reports to: Head of Section

General Information:

The Gender Section works to advance gender equality, women's rights and the achievement of the Sustainable Development Goals (SDGs). It focuses predominantly on the implementation of the four identified priority areas of action for gender equality for the Commonwealth as endorsed by the 11th Women's Affairs Ministerial Meeting in 2016 namely: (i) Women in leadership; (ii) Women's economic empowerment; (iii) Ending violence against women and girls; and (iv) Gender and climate change.

The Gender Section services triennial Women's Affairs Ministers' Meetings (WAMMs) and the Commonwealth Women's Forum; provides policy and technical advice to strengthen institutional capacity for gender mainstreaming at the national, regional and Pan-Commonwealth levels. It brokers pro-gender policies through consensus building, innovative research, modeling of good practices, capacity strengthening and high level advocacy.

Job Summary

The Research and Analysis Expert will work within the team which comprises the Gender Section, which will address strategic priorities but also respond to the vibrant and rapid developments which are a feature of the Commonwealth landscape. The Research and Analysis Expert will have responsibility inclusive of research, advocacy and policy work.

Reporting to the Head of Gender and working closely with other Advisers to support the delivery of this Terms of Reference, s/he will focus on the preparation of an overview of studies in the costs of violence against women and domestic violence in the Commonwealth. S/he supports advocacy, and knowledge generation relevant for the Commonwealth to gauge a better understanding and awareness of standard-setting measures aimed at preventing violence against women and girls, protecting its victims and prosecuting the perpetrators. S/he will also support the implementation of specified design of methodology and baseline studies of targeted Commonwealth member states to prevent violence against women and girls.

Task Description includes:

- Conducting desk reviews of past and existing research and literature on the economic impact of violence against women and girls through examining costs in terms of prevention, response and opportunity costs.
- Compiling charts and tables, analysing research on costs, methodology and data used, forms of violence, review/revise chapters, listing of bibliography, and other tasks as required for the finalization of the report.
- Analysing survey results, case studies, and other existing data sourced from available Commonwealth countries.
- Drafting of report chapters and other knowledge products
- Providing overall support of the mapping and research exercise, including logistical support for key meetings within the Secretariat and externally.
- Identifying and drafting of key advocacy messages.
- Support the design the Secretariat's strategy for violence against women and domestic violence; liaise with relevant divisions within the Secretariat to support a more consistent focus and delivery of results, documents and reports.
- Any other duties requested by the Head of Section.

Person Specification:

Education:

Essential

- A post-graduate degree programme in development studies, gender/women studies, human rights, international relations, the humanities, economics, social sciences or related field.
- A good understanding of violence against women and girls, and of gender and development in the Commonwealth and its challenges.

Experience:

- At least ten to fifteen years' experience at national and/or regional or international levels in research and analysis, policy work, gender and development issues;
- Excellent verbal and demonstrated research and analytical capacity as well as technical writing;
- Excellent organisational, inter-personal, communication and administrative skills;
- Proven ability to manage diverse and complex tasks, with tight deadlines;
- Able to take initiative and work independently, with minimum supervision; and
- In-depth knowledge of violence against women issues and systems, analytical tools, and strategies.

Desirable

- Experience of working in/with more than one Commonwealth country on gender and development issues would be an advantage;
- Experience in an international development organization, or comparable experience in the public/private sector;
- Knowledge or familiarity with policy work and with networks and NGOs pertaining to women's rights, and sustainable development.

Competencies:

Respect for Diversity
<p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p> <p>Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated</p>
Working with Others
<p>Manages conflict and works towards mutual solutions</p> <p>Identifies organisations with which to partner for specific solutions</p> <p>Encourages others and provides them with the autonomy to pursue relationships</p> <p>Uses personal influence to establish compromise and agreement when faced with conflict</p> <p>Demonstrates balance between directness and diplomacy in negotiations</p> <p>Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims</p> <p>Encourages and supports others in demonstrating cultural awareness when working with others</p>
Managing Resources
<p>Manages programme and cross team activities against specific objectives/results</p> <p>Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia</p> <p>Identifies the best method and resources when high level course of action has been identified</p> <p>Analyses available resources and what activity they will enable</p>

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

12 May 2017