Job Description

Country Office: CARE Philippines
Position Title: Gender Specialist
Type: 
Opening date: December 2022
Grade assigned: D
Duration: Full time
Incumbent’s name (if applicable): 

Job Summary (provide a background and short summary of the position)
CARE is a leading global humanitarian agency delivering emergency relief and long-term development projects. Founded in 1945, CARE is nonsectarian, impartial, and non-governmental. In 2018, CARE worked in 95 countries reaching over 56 million people and 284 million people indirectly. CARE works in the Philippines since 1949 and is known for its programs on emergency preparedness and response, livelihood recovery, disaster risk reduction, climate change adaptation, innovations, gender-based violence and health.

The Gender Specialist provides overall leadership and guidance on ensuring gender mainstreaming in CARE Philippines programs and initiatives, and strengthening gender outcomes from project and project work. This may include, but is not limited to, coordinating or partially managing projects or initiatives with a gender/GBV/gender in emergencies thematic focus. S/he will be providing technical assistance to CARE staff and local implementing partners on setting up indicators, developing the project strategies and activities, data collection and reporting; and will contribute to strategy and work-plan development. S/he oversees the promotion of gender equality and inclusion across CARE programming, and represents the organization in relevant networks and gender/GBV clusters.

Job Responsibilities
Program Coordination

- Provide leadership and coordination in gender/gender-based violence/gender in emergencies initiatives or projects, including but not limited to inter-agency efforts
- Provide coordination and project management support to gender/GBV-focused initiatives, projects, and research; including but not limited to proposal design and development, people management, budget management, and support to resource mobilization
- Work closely with country office leadership and staff, including but not limited to MEAL, knowledge management, and communications managers to embed gender-responsive practices and programming across all stages of the project cycle, both in emergency responses and development programs
- Monitor and promote country office and local partners’ adherence to CARE Gender Equality policy, as well as the use and application of other relevant tools such as the CARE gender marker to CO projects and emergency responses
**Technical Support**

- Provide technical assistance in developing project proposals and new project design, including in carrying out gender analysis, gender briefs, rapid gender assessments and analyses, and gender mainstreaming plans
- Provide technical assistance to project teams in mainstreaming gender across the projects
- Lead initiatives to strengthen and institutionalize gender equity approaches at the program or country office level; and in development and implementation of gender capacity-building plan for CARE staff and partners
- Provide coaching and mentoring to CARE and partner staff and relevant stakeholders on gender mainstreaming, and gender responsive and transformative practice

**Networking and Advocacy**

- Convene the CARE Philippines Gender Working Group and facilitate the setup of the gender focal point system, with support of CARE Philippines leadership and project managers
- Develop and maintain partnerships with relevant local, regional and international organizations, local and national government, professional and peer networks, private sector, and feminist organizations and networks
- Participate actively in relevant provincial and national fora around Gender Equity and Diversity, including sharing of information and dissemination of key messages, learning and best practice
- Engage with the CARE International Gender Network (CIGN), the CARE Global Gender in Emergencies Team (GiE), and other relevant networks including thematic working groups to enhance learning and knowledge sharing
- Perform other relevant duties as agreed upon with direct supervisor or country director

**Qualifications and Requirements**

**Problem Solving Skills**

There are three levels of problem-solving: 1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis; 2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and 3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent’s response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring. Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.

The position will require all three types of problem solving at different stages, but will mostly be faced with the second and third types, considering the project outcomes, outputs and key activities have already been defined; however, activities would have to be adapted to the context and the type of commodities.

**Qualifications (Know-How).** Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization’s expectations for job performance. Also include the education, experience, and skills desired for the position.
Education/Training  *(e.g. high school diploma; college degree (specify major/minor); specialty (CPA, Midwife, etc.). Include the following phrase when possible: “or equivalent combination of education and work experience”)*

**Required:** Bachelor’s degree in gender studies, social sciences or other relevant field;  
**Desired:** Master’s degree in relevant field; specialization in gender studies.

**Experience:** *Number of months/ years of previous professional experience in a similar position*

**Required:** Five years of progressive and relevant experience in development or humanitarian programming.  
**Desired:** Experience in setting up and managing Gender mainstreaming systems across various programs.

**Technical Skills such as languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.**

**Required:**
- Experience designing and managing gender mainstreaming
- Project and program management or coordination skills
- Good communication and interpersonal skills
- Good writing and public speaking skills
- A high level of spoken and written English and Filipino languages; knowledge of other Philippine languages an advantage

**Competencies - Given the responsibilities and level of accountability of the position, please list the performance competencies in order of importance. These will be used both for recruitment and performance management.**

- Accountability – seek and considers participation and feedback
- Commitment for continuous learning
- Communicating with impact
- Facilitating Change - Encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.
- Planning and Organization - Establishing a course of action for self and others to ensure that work is completed efficiently and effectively in accordance with CARE’s core values.
- Pro-active problem solving

**Financial Accountability**
Dollar amount of budget managed: TBD per activity plan  
Dollar amount of signing authority for this position: none

*Provide detail as to the financial impact and magnitude of this position:*
The job holder will plan, manage, monitor expenditures based on approved budget for some gender-related projects.

**Contacts/Key Relationships**
List the primary external and internal relationships, which the employee is expected to maintain. Briefly state the purpose of these interactions (including any significant committee involvement) and title of the contact person/people.

**Reporting to:** Emergency Coordinator, Country Director

**Internal:** CARE Philippines project managers, gender focal point staff, and other CARE Philippines staff.

**External:**
- CARE International Gender Network
- CARE International Gender in Emergencies Team
- Local gender/GBV clusters or working groups
- Local CSO partners, women’s rights organizations
- Private sector service providers
- Relevant LGUs and NGAs

**Living Conditions**
*Describe the location of work, expected percentage of travel, special conditions that apply to the position.*

Location: Quezon City
Expected percentage of time traveling: up to 50% in various areas of the Philippines. Some travel outside of the Philippines will be required.
Special Conditions: none

“CARE is a diversity-promoting organization that draws strength in, and builds opportunities for, a well-represented work force. Women are highly encouraged to apply, as well as talents of diverse SOGIE and those from the PWD sectors. CARE is also committed to the empowerment and protection of vulnerable and marginalized people and communities. We have zero tolerance for any form of harassment and abuses, and we aim to prevent any type of unwanted/unwelcomed behavior at the workplace and in our project areas. Employees and related personnel are expected to share this commitment.”