

# JOB DESCRIPTION

**Embassy of Ireland, Addis Ababa, Ethiopia**

**JOB TITLE: SENIOR PROGRAMME MANAGER – GENDER EQUALITY**

## **I. JOB SUMMARY:**

### **I. Function of the position:**

The Embassy of Ireland to Ethiopia is recruiting a Senior Programme Manager for Gender Equality. This is a core position expected to contribute towards strengthening the Embassy of Ireland's approach to and engagement on gender equality as well as leading on its gender equality programming.

The Gender Equality Senior Programme Manager (GESPM) is responsible for providing strategic understanding and advice on gender equality to the Embassy of Ireland's senior management and across a number of programme teams. Through such an understanding, the GESPM will significantly contribute to the development and delivery of the Embassy's Gender Equality Implementation Plan and the development and adaption of the Embassy's programming strategy and partnership portfolio in line with policy aims on gender equality as outlined in the Mission Strategy for the period 2020-25.

Within the Embassy and through our external relationships, policy engagement, partnerships and programmes, the GESPM will play a lead role in accelerating progress towards gender equality and gender transformation.

Developing the Embassies internal understanding and capacity on gender equality will be a central aspect of the GESPM's role. This will include further developing the Embassies approach and guidelines on Preventing Sexual Exploitation and Abuse (PSEA)

The GESPM will have responsibility alongside other senior colleagues to manage the delivery of an outcome on gender equality: *Gender equality is advanced through women and girls realising their rights, living healthier lives and accessing productive resources.*

The GESPM will be accountable for the quality of programming and associated fiduciary control within their assigned programme portfolio. This includes supporting programmes and research to build evidence on what works to catalyse societal and cultural change to improve the lives of women and girls. The GESPM will also be responsible for networking

and partnership on gender equality with Government, civil society, the donor community, multilateral agencies and research institutes.

### **Responsibilities of the Gender Equality Senior Programme Manager**

#### *Policy Engagement:*

1. Through developing a deep understanding of Ireland's policy commitments on Gender Equality and the Embassy of Ireland's Mission Strategy, provide strategic analysis and recommendations as to how the Embassy can increase the impact of its work on Gender Equality.
2. Contribute to the further development and implementation of the Embassy's gender equality implementation plan and theory of change, ensuring gender equality is integrated across all aspects of the Embassy's work, delivering on Ireland's commitment to put women and girls at the centre and reach the furthest behind first. Routinely provide strategic analysis on gender equality across the Embassy's priorities.
3. Provide technical expertise and guidance across the Mission's programming and strategies to ensure that all programmes contribute to supporting transformative gender equality outcomes.
4. In coordination with Senior Management, represent the Embassy in meetings of relevant sector working groups, steering and technical committees and others as appropriate and advise the Mission team on relevant issues emerging.

#### *Coordination and communication:*

5. Coach and mentor the embassy's staff to support increased knowledge, skills and competency in applying a gender equality approach to their working practice.
6. Develop and maintain relationships across the Government of Ethiopia, Civil Society organisations, Human Rights structures (governmental and non-governmental), development partners, research institutes, etc. in order to support a transformative approach to gender equality through networks and their actions.
7. Support the Embassy's engagement on gender equality with regional and multilateral institutions such as the UN, African Union and IGAD.

8. Keep up to date with relevant international best practices, approaches and frameworks on gender equality. Represent the Embassy in the Headquarters Gender Equality Task Team

*Management and Programming responsibilities:*

9. Support and advise the Embassy's senior management and programming teams in areas related to gender equality including women peace and security, women's economic empowerment, SRHR, gender based violence, humanitarian action and strengthening women's role in governance and leadership.
10. Manage assigned programmes and partnerships within gender equality portfolio in strict accordance with the Government of Ireland's financial procedures and regulations.
11. Prepare and oversee contracts and agreements regarding the relevant financial allocations granted under the gender equality programme portfolio.
12. Ensure that all administrative and accountability requirements related to the gender equality programme portfolio are handled in accordance with the established policies and procedures of the Department of Foreign Affairs of Ireland.
13. In line with procedures and policies, manage and oversee the Embassy of Ireland's partners and their contracts in the gender equality programme portfolio. This will include regular monitoring missions to visit programmes in the field, including fragile contexts, and developing associated follow up reports and action plans.
14. Work with partners in identifying programming, strategic, reputational, fiduciary or other risks and, in line with Embassy and Departmental policies, coordinate with the financial and audit team to take swift action to address and mitigate any identified risks.
15. Oversee knowledge management, research and learning on gender equality across the Mission Strategy and support its multiplying impact across the Embassy's wider programming, policy dialogue and advocacy.
16. As required, prepare, facilitate, coordinate and participate in evaluations, conferences, seminars as well as communities of practice or other activities related to support for gender equality.

17. Undertake other tasks and activities as requested.

## **II. Reporting to:**

The Gender Equality Senior Programme Manager reports to the Deputy Head of Development with responsibility for Gender Equality. The role requires close collaboration with Senior Management, Senior Programme Managers and Programme Officers.

## **III. QUALIFICATIONS, SKILLS AND EXPERIENCE**

Candidates must be extremely familiar with Gender Equality policy and practice at Federal and Regional levels. Applicants will need to demonstrate that they have a well-established and positive track record working on a transformative approach to gender equality. They will be familiar with Ethiopia's Sector Coordination Structures and possess an extensive network of contacts relevant to the post's demands.

## **REQUIREMENTS:**

### Academic and professional experience:

1. Academic qualification (minimum Bachelor's Degree but preferably at Masters level) in a related field such as Equality studies, Social studies, Development studies, Law, Human Rights, Economics.
2. Knowledge and understanding of theories, concepts and approaches relevant to gender equality, social and economic empowerment, SRHR, GBV, preventing sexual exploitation and abuse and women's role in peace and security in the Ethiopian and broader regional context.
3. Familiarity with key national policies, institutions and programmes relevant to gender equality.
4. Sound knowledge and experience of recent developments and approaches in international practice in gender equality and related sectors including governance, peace, humanitarian action and climate change.
5. Demonstrate significant knowledge and experience relating to the operating environment for gender equality focused organizations in Ethiopia.

### Management experience:

6. Five years of progressively responsible management experience in areas relevant to the requirements of this position.
7. Proven track record in the effective management of highly skilled teams, financial resources and monitoring, evaluation & learning processes.

8. Be able to demonstrate knowledge and practical experience in the areas of preventing gender based violence, social transformation, empowerment, human rights and strengthening women's leadership.

Analysis, decision-making and communication skills:

9. Possess strong political analysis skills and an in-depth understanding of the political, economic and social context at local, national and international levels.
10. Ability to provide high-level technical expertise and guidance to the Embassy's management and team across a range of relevant policy areas
11. Demonstrate the ability to build positive and effective relationships and apply strong advocacy competencies with a wide range of stakeholders including across Government, civil society organizations, donor partners and multilateral agencies. Demonstrable experience working with stakeholders across different cultures will be highly valued.
12. Possess strong team working, communication and other personal effectiveness skills including task and time management, delegated instruction, work-flow prioritization and file control.
13. Ability to participate in the resolution of challenges including through teamwork, contributing to institutional capacity and improving internal ways of working.
14. Good communication and negotiation skills, with an aptitude for external representation and networking

Others:

15. Good understanding of the policies and approaches of The Irish Department of Foreign Affairs and the Embassy of Ireland in Ethiopia.
16. High degree of integrity.
17. Excellent written and spoken English and Amharic.
18. Excellent computer skills including on Outlook, Word, Excel and Power point.
19. Legal entitlement to live and work in Ethiopia prior to recruitment.

#### **IV. TERMS AND CONDITIONS**

This position is on a fixed term contract, subject to a probation period of 12 months, and will be offered to the successful candidate.

Remuneration will be provided on the base point of Grade One Plus of the Embassy of Ireland Ethiopia salary grade scale, with starting monthly gross salary of €2,647.00.