



Gender, Human Rights and Human Security Programme Manager

Embassy of Ireland, Pretoria

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

The Embassy of Ireland is recruiting a **Temporary Gender, Human Rights and Human Security Programme Manager**, to join our Political and Regional Team for a period of **6 Months**.

Outline of Main Duties:

Under the direction of the Deputy Head of Mission, the Programme Manager will:

- monitor and provide analysis of gender equality, human rights and human security issues and trends in South Africa and the region;
- provide policy support to other teams within the Embassy, including the Zimbabwe Team and the Economic and Trade Team;
- participate in Embassy public diplomacy and communication activities;
- identify and pursue opportunities for the Embassy of Ireland to promote Ireland's values, and in particular to support initiatives promoting gender equality, human rights and human security, in South Africa and the southern Africa region; and
- manage related grants and partner relationships.

1) Analysis of gender, human rights and human security issues and trends in South Africa and the southern Africa region, to inform Embassy engagement in these areas.

- Establish and maintain relationships with networks of national, regional and international stakeholders, including other Irish Embassies in the region, as well government representatives, civil society, international organisations and academics working on these issues;
- Keep abreast of current contextual developments and sector policy debates and provide regular analysis and briefings on these issues to the Political and Regional Team;
- Understand Ireland's foreign and development policy priorities and positions in relation to these issues, including through participation in the Department of Foreign Affairs and Trade's Gender Network, and relate them to the national and regional context;

- Identify potential areas and channels for Ireland to engage with or contribute to work in these areas, including through development cooperation assistance and political engagement.

2) Engagement in internal and external communication and coordination

- Provide advice and support to Embassy colleagues including the Zimbabwe Team and the Economic and Trade Team on aspects of their work that relate to gender, human rights and human security issues;
- Provide quality relevant content to the Public Diplomacy and Information Officer for use in the Embassy's social media, website and other public communication channels;
- Represent the Embassy in sector coordination meetings, seminars, workshops and other policy dialogues, ensuring that Embassy positions are effectively communicated;
- Plan and deliver relevant policy dialogue and public diplomacy events.

3) Programme, grant and partner management, monitoring, risk management, administration and reporting

- Ensure that programme design and partner selection are coherent with the Embassy's analysis of the national, regional and sectoral context, and with Ireland's foreign and development policies;
- Establish and maintain strong working relationships with current and potential partner organisations, including grant recipients and other stakeholders;
- Implement in full the Department of Foreign Affairs and Trade's grant management procedures, including monitoring and evaluation of partner performance, and participate actively in the Embassy's Grant Management Team;
- Report regularly to the Deputy Head of Mission and Senior Management Team on programme performance, including results and challenges, and flag any variances or issues of concern as appropriate.

Required skills and experience:

- A degree in one of the following disciplines: politics, economics, or the humanities.
- 5 years relevant experience in or relating to Southern Africa.
- Demonstrated commitment to gender equality and human rights promotion.
- Demonstrated capacity in policy development and influencing.
- Excellent written and oral communication skills (including computer literacy).
- Excellent interpersonal skills and the ability to work independently (self-starter) and as part of a team.

- Proven ability to collate and distil large amounts of information.
- Proven programme and budget management skills.
- **Police clearance and legal entitlement to live and work in South Africa prior to recruitment.**

Desirable:

- Master's degree in a relevant area such as gender or human rights.
- Experience of working for an Embassy, international organisation, think tank or similar.

Terms and Conditions:

- **Working hours:** full time, or 37 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. Occasional travel is required.
- **Overtime:** Time off in lieu for agreement with line manager
- **Remuneration:** total Cost to Company of ZAR43 473.78 per month (the position will be offered at the starting point of the scale).
- **Benefits:** Medical Aid, Pension
- **Primary work location:** Embassy of Ireland, Pretoria
- **Start date:** 01/10/2021 – 31/03/2022.

How to apply:

Applicants should email their CV to: recruitment.pretoria@dfa.ie by close of business 8th September 2021. No applications will be accepted after this deadline. **Only shortlisted candidates will be contacted, should you not hear from us within 30 days, consider your application unsuccessful.**

Data Protection:

All personal information received will be kept in line with GDPR and Data Protection guidelines.

Security Clearance for Local Staff:

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland Pretoria is committed to a policy of Equal Opportunity.