HakiElimu Job Description

Job Title	**Gender and Development Expert.**
Department	**Leadership and Quality Assurance**
Reports to	**Executive Director**
Location	**Dar es Salaam, Tanzania**
Supervises:	**Dotted line management of Program Officers responsible for Gender Programs.**
Key relationships	**Head of Program, Managers, Program officers**

A: CORE PURPOSE OF THE ROLE

The Gender and Development Expert is a key senior role within HakiElimu. The Expert will provide strategic leadership and oversight for gender mainstreaming efforts and gender transformation within HakiElimu. This will involve building a strong organizational infrastructure to facilitate effective gender mainstreaming and transformation both institutionally and across programs and projects.

B: MAIN RESPONSIBILITIES

1. **Programme development and Support (40%)**
   - Provide leadership in designing and implementing gender equality strategies and programs and ensure the effectiveness and efficiency of gender mainstreaming in all programs and projects.
   - Strengthen staff capacity on gender stages and gender issues in general
   - Conduct gender analyses and assessments to identify gender gaps and develop strategies for addressing them.
   - Work closely with and provide technical assistance to the Monitoring, Evaluation, Accountability and Learning (MEAL) team to refine quality benchmarks, standardize gender transformative indicators, evaluation and accountability tools and processes;
   - Work closely with the Head of Programmes, managers and programme staff to implement gender-transformative interventions.
   - Support the HR unit in promoting gender and diversity equity in recruitment, retention, and career development, including systematic integration into job descriptions and performance reviews.

2. **Partnerships, Representation, Advocacy & Organizational Learning (25%)**
   - Map out potential strategic partners to collaborate in the design, implementation and advocacy to promote gender equality, protection from GBV and girls' empowerment, especially in schools.
   - Represent the organisation in developing and strengthening partnerships with strategic stakeholders working in the education sector and other women movement spaces to address particular issues and concerns of gender equity and gender transformation.
   - Excellent conceptual and analytical skills, creativity, ability to see the big picture, and quickly synthesize and understand complex issues.
   - High-level representation of HakiElimu in national and international meetings and events related to gender.

3. As a member of the Management Team, contribute to (25%)

- Provider leadership in the development/implementation of the organisation's gender policy and strategy.
- Ensure that the required gender advice is provided promptly to management and staff in line with HakiElimu Policies and guidelines.
- Support the Management Team to strengthen a gender-transformative and non-discriminatory work environment, including promoting zero tolerance to sexual exploitation and abuse (SEA)
- Support the Management Team to institutionalize gender equity and equality within the organization's strategies, programs and plans
- Analyze donor priorities and positions on gender, identify institutional funding opportunities, and develop/maintain contacts with potential donors and key partners.
- Lead fundraising for gender transformative and girl empowerment programming, including developing high-quality concept notes and proposals and engaging with donors.

4. General responsibilities (5%)

- Successfully implement the above responsibilities and assigned activities (and associated budgets) in work plans, consistent with HakiElimu Policies
- Implement and foster adherence to the established HakiElimu policies, regulations, guidelines and procedures.
- Participate actively in organization-wide learning and other joint activities.

5. Other duties as required (5%):

- The duties and responsibilities as set out above are not exhaustive, and the role holder may be required to carry out additional duties within the reasonableness of their level of skills and experience
- Other duties as assigned by the supervisor, including occasional work on weekends for which time off in lieu can be taken

C: PERSONAL SPECIFICATIONS, BEHAVIOURS AND CONDUCT:

1. Minimum Skills and Experience-Essentials

- Master's degree or postgraduate degree in Gender Studies, Human Rights Law, International Relations, Development Studies or similar or equivalent field experience
- At least 5 years of work experience on gender mainstreaming (preferably in the education sector)
- Knowledge of methodologies and best practices for promoting gender equality, equity, and women and girls' empowerment.
- Strong organizational and management skills, ability to multi-task, and ability to manage and motivate staff to deliver quality results on time; to learn and develop, and to hold staff accountable for performance.
- Excellent writing and communication skills, including the ability to quickly summarize complex issues and communicate effectively, clearly, and accessible.
- Outstanding knowledge of education, democracy and related issues.
- Keen appreciation of quality and standards and high personal integrity; able to take responsibility for delivering quality results despite challenges and serve as a role model for others.
- Strong computer skills, including MS Office, email and internet.
- Fluency in English and Swahili, both written and spoken.
- Experience in managing large gender and education-related programs is an added advantage.

2. Personal Attributes and behaviours

- Proactive and able to self-manage
- Highly organized and detail conscious
- Energetic and inspiring to young people
- Encourage learning and sharing of knowledge
- A team player
- Ability to develop networks with appropriate government officials and CSOs.
- Ability to maintain effective working relations with people of different national and cultural backgrounds
- Demonstrate an appreciation of differences in values and learning from cultural diversity
- Able to communicate clearly to diverse audiences, including donors, private sector partners, staff, management and government officials.
- Ability to formulate quality project proposals.

3. Code of Conduct

- To uphold HakiElimu's financial policies and procedures, staff code of conduct and values at all times during the course of the post with the organisation, acting as a role model in the course of these duties

D: CHANGES AND AMENDMENTS:

HakiElimu may amend this job description after consultation with the employee and the supervisor