



Position description

Job Title:	Gender in Emergencies Coordinator (Operations)
Classification:	CARE International Grade III
Unit:	Gender Unit
Location:	Major global or regional hub, with up to 30% travel
Position reports to:	Head of Gender Equality
Position Type:	Permanent

1. BACKGROUND AND OVERVIEW:

CARE International (CI) is a confederation of fourteen independent non-profit, non-sectarian organisations working together to fight poverty and provide assistance in humanitarian emergencies. CI works, each year, in more than 90 countries around the world, implementing long-term programmes to fight poverty, responding to humanitarian emergencies and advocating for policy change to improve the lives of the poorest people, reaching 100 million people yearly.

CI is committed to gender equality and women's and girls' empowerment. This commitment is described in the organization's key policy documents (CARE 2020, Humanitarian Strategy, Gender Policy and CARE 2020 Program Strategy) and in its programming (over 90% of which aims to have a positive impact on the lives of women and girls). CARE Members and Country Offices are held accountable for gender equality results through CARE International's Supervisory Board, with the assistance of the CARE International Secretariat. Human and other resources are strategically located in CARE members, regional units, and country offices to forward programming objectives. A broad range of staff at CARE are responsible for gender equality governance, training, program quality, fundraising and impact measurement. The CARE International Gender Network (CIGN) provides guidance and coherence to staff as they implement the organization's gender policy.

The CARE International Gender in Emergencies Coordinator (Operations) leads on integration of gender into operational aspects of CARE's humanitarian work and acts as a coordination point to mainstream best practices and standards for gender equality in emergencies. The position maintains close coordination with staff in the CARE Emergency Group (CEG), CI members and country office operations and will be expected to deploy to emergencies several times a year. The role has external representation responsibilities globally, particularly with the IASC/UN cluster system. This position is expected to travel up to 30% of the time overall.

2. MAIN RESPONSIBILITIES BUT NOT LIMITED TO:

Operational coordination for gender equality in emergencies (60%)

- Provide remote technical assistance to emergency teams and the CEG Ops Team to integrate gender and GBV into humanitarian responses, sectors and systems. This includes providing technical input on draft Emergency Response Fund proposals, emergency strategies and Gender Action Plans.
- Deploy to emergencies by serving as gender and/or GBV specialist on emergency assessment teams, assisting emergency teams to design and initiate emergency response programs which appropriately address gender considerations and promote the protection and empowerment of women and girls.

- Manage CARE's pool of gender and GBV advisors, working with the Surge Capacity Coordinator and CI member technical focal points to identify gender and GBV expertise across CARE and manage CARE's pool of gender and GBV advisors available for emergency response.
- Participate in emergency preparedness planning processes including reviewing emergency preparedness plans to ensure gender mainstreaming is adequately considered and planned for in advance of emergencies, and that capacity gaps can be addressed before an emergency.
- Support capacity building for CARE staff at multiple levels of the organisation and its partners on how to practically integrate gender in emergencies.
- Further deepen our understanding of GBV at an operational level to consolidate experience, test innovations and models, document lessons learned and refine GBV guidance.
- Help shape CARE's emergency human resources policies and practices to promote gender equality and the protection, empowerment and voice of women and girls, such as considering gender composition of teams, supporting capacity development of women, training, orientation and codes of conduct.

Strategic coordination for gender equality in emergencies (30%)

- Provide oversight of implementation of the gender in emergencies sub-strategy, lead internal coordination of resources and efforts across the CARE federation to ensure mainstreaming of gender in emergencies and efficient use of resources, monitor measures of success and report on progress in strategy implementation.
- Build and maintain strategic relationships across CARE to leverage and mobilise human and financial resources to support gender, protection and empowerment of women and girls in emergencies.
- Build and maintain relationships and facilitate technical engagement across CARE to support the implementation of the gender in emergencies objectives in the Humanitarian Advocacy Strategy.

External relationship management (10%)

- Primary relationship holder with IASC Gender Working Group and GBV AOR, collaborating with NRC GenCap work, and coordinate with relevant global networks working on gender/GBV and emergencies issues to promote global standards.
- Support CARE International as a spokesperson on gender in emergencies with key donors, stakeholders, media and social media.

3. KEY WORKING RELATIONSHIPS

Position reports to:

- CARE International Head of Gender Equality
- When deployed during initial emergency response, and depending on the situation, they will report to the Country Director for the purposes of managing the specific response for the temporary duration of the assignment. When working as part of a CI emergency assessment or start-up team the incumbent may supervise other emergency staff as required.

Other relationships:

- Work in a joined-up approach with the Gender in Emergencies Coordinator (Program Quality);

CARE Emergency Group (CEG) with dotted line to CEG Head of Emergency Program Quality, and other CEG staff including Sector Specialists and Regional Emergency Coordinators.

- CI members: Sector/technical specialists and gender focal points, emergency units, CI members' regional staff, CI's emergency response working group (ERWG), CARE USA's Gender & Empowerment Unit and Humanitarian Unit.
- Country directors, emergency coordinators, sector staff and other country office staff.
- IASC cluster members, inter-agency working groups, donor agencies, UN agencies, other NGOs, host governments, corporate sector partners, and other stakeholders.

4. SELECTION CRITERIA AND QUALIFICATIONS

- Master's degree, or relevant combination of qualifications and experience in gender or a related field.
- Demonstrated knowledge and skills in mainstreaming gender in program design, management, monitoring and evaluation, including application of SPHERE and IASC standards, with a minimum of 5 years working on humanitarian and development issues.
- International experience in assessment, gender analysis, program development, evaluation, project proposal and budget preparation (at least 5 years). Familiarity with UN resolutions relating to Gender in Emergencies.
- Demonstrated skills and experience in capacity building, and designing and delivering training in multi-country contexts, with high intercultural sensitivity.
- Demonstrated ability to manage workflows, balance competing priorities and work effectively in a small, diverse, remote and busy team environment.
- High level written and verbal communication skills in English (with preferably a second relevant language like French or Spanish).
- Field experience in an emergency response context, preferably with an international NGO.
- Representational skills including experience developing networks and relationships with government, civil society and other stakeholders.

How to apply:

Interested applicants should send an electronic cover letter and CV in English mentioning the job title in the subject line to recruitment@careinternational.org by 12 September 2016. Only shortlisted applicants will be contacted.