

**JOB DESCRIPTION**

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| **Job Title** | **Gender & Social Inclusion Officer** |
| **Reports to** | **Program Manager** |
| **Job location** | **Kaduna** |
| **Contract Duration** | **12 Months** |

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| **Background** |
| International Alert is one of the world's leading peacebuilding organisations, with 30 years of experience supporting communities, advising governments, organisations and companies on how to build peace. Alert works with people in conflict-affected and threatened areas to make a positive difference for peace; to improve the substance and implementation of international policies relevant to peacebuilding; and to strengthen the peacebuilding sector. Together, we believe peace is within our power. We focus on solving the root causes of conflict, bringing together people from across divided. From the grassroots to policy level, we come together to build everyday peace. Peace is just as much about communities living together, side by side, and resolving their differences without resorting to violence, as it is about people signing a treaty or laying down their arms. That is why we believe that we all have a role to play in building a more peaceful future.  Alert currently has field offices in Sub-Saharan Africa, South and South-East Asia, Central Asia and the South Caucasus, Europe, the Middle East and North Africa. International Alert began operations in Nigeria in 2011 as a partner on security governance within the Nigeria Stability and Reconciliation programme (NSRP). Since then we have launched a social cohesion programme in the Northeast, while expanding our technical advisory in conflict and gender sensitivity to various governance and reform programmes. |
| **Job Purpose** |
| The position holder will be responsible for providing leadership in program implementation, program monitoring, and evaluation in relation to gender and social inclusion. The Gender & Social Inclusion officer will maximize opportunities to engage social inclusion and gender equity through direct project activities. He/she will manage and support delivery of gender technical aspects of the intervention at a project level. |
| **Duties and Responsibilities** |
| **Planning and Monitoring of Gender & Social Inclusion Activities**   * Act as the Gender and social inclusion (GESI) focal point for the project. * Support in the development of action plan for gender and social inclusion and implementation plan for gender and inclusion development. * Provide inputs to gender and inclusive workplan, monitor actions and draft quarterly and annual reports on gender and inclusion related activities * Conduct gender mapping, analysis in the value chain and support inclusion of marginalised categories in key participating positions. * The role in addition will ensure inclusion aspects for People with disability and other excluded groups in all project intervention areas. * Work with senior project management to raise awareness and capacity of project staff on issues related to GESI, and to expand gender content of the project. * Work closely with project staff to build their understanding of gender and youth issues. Facilitate GESI training and develop and/or adapt training content. * Support the integration of GESI activities within the work plan; GESI specific tools in work planning to promote gender balance in the project implementation. * Support development of GESI sensitive behavior change communication activities and messages. Write success stories related to the GESI work being done. * Work closely with M&E team to ensure that GESI considerations are reflected in M&E plan, frameworks, and reports to assess whether the GESI objectives are being met.   **Contribute to developing new strategies, approaches and projects in line with Alert’s gender portfolio**   * Contribute to the development of project proposals, including conceptualisation of new ideas which result in new funding, developing associated budgets for proposals and management of project budgets. * Stay current on the discourse on and state of play regarding gender and peacebuilding and link discussions to Alert’s organisational strategy and priorities. * Ensure gender sensitivity, gender equality is appropriately reflected in policy advocacy and programming across the organisation, providing support as appropriate and feasible.   **Organizational inputs**   * Contribute to the development of Alert’s knowledge on gender, peace and security as related to the strategic priorities through engaging with internal and external stakeholders. * Participate in organisation-wide events and discussions on related topics/projects * Collaborate and support other thematic areas as and when needed. * Work with other members of the Peacebuilding Advisory Unit and regional advisers to establish and enhance processes to improve the sharing of experience and cross-organisational learning on gender, peace and security and other themes as appropriate. * Lead and participate in specific learning exercises on particular issues relating to gender, peace and security.   **Other relevant tasks as required by the line manager** |
| **Travel requirements** |
| The position is based in Kaduna with regular travel to field locations |

**PERSON SPECIFICATION**

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| **Talents** |
| At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you will have a talent for understanding, generating and shaping complex ideas and articulating them clearly and creatively verbally and in writing. You will be proactive with a strong sense of initiative and have the ability to set your own priorities dependant on the situation you find yourself in. You will be detail-orientated but also be able to step back and see the bigger picture and draw connections between different issues. In addition to sound financial and administrative skills, you will have excellent interpersonal and communication skills (both verbal and written) |

**ESSENTIAL REQUIREMENTS**

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| Bachelor’s Degree in Social Sciences, Gender and Development Studies, Law, Psychology, Health, Social Work, Humanities or other related discipline |
| Experience of 4 years working on Gender, Peace and security |
| Practical experience in implementing gender projects in the field, and the associated documentation |
| Excellent communication and interpersonal skills |
| Ability to conceptualize, plan, guide, and implement work with demonstrated experience in mainstreaming Gender and Social Inclusion |
| Ability to develop effective working relationships with government counterparts at all levels, local organizations, community groups, and other program partners and stakeholders. |
| Experience of organizing and conducting trainings and workshops at different levels  Proven experience leading the gender development and planning for a donor-funded program. |