



JOB DESCRIPTION

Job Title:	Safeguarding, Gender, Nutrition and social inclusion Advisor
Company:	Self Help Africa – Burkina Faso
Department:	Programmes
Location:	Ouagadougou, Burkina Faso
Reports to:	Head of Programmes (HOP)
Salary:	As per SHA WA scale
Job Purpose:	The purpose of this job is to ensure a good implementation of SHA's safeguarding policies across all programs in country and to provide technical support on Safeguarding, Gender, Nutrition and social Inclusion as well as ensuring effective mainstreaming of all related cross-cutting themes across the Burkina Faso Programme including development and emergency projects. The Advisor will further be responsible for communication and visibility activities and for leading in advocacy initiatives around Gender, nutrition and social inclusion issues, advising and building capacity of staff and beneficiaries, monitoring and reporting.
Key Responsibilities:	<p>Programme Management</p> <p>This position will be that of a resource person responsible for ensuring the systematic integration of all aspects of safeguarding, gender, nutrition, inclusion and communication throughout the entire project management cycle, from the development of project concept notes to monitoring and evaluation, including program implementation in the field. More specifically:</p> <ul style="list-style-type: none"> • Provide technical advisory services on gender, promoting equality and ensuring that SHA's strategic focus on safeguarding, gender and social inclusion is strongly woven into all projects; • Co-ordinate the implementation of all safeguarding, gender and social inclusion interventions within the Burkina Faso programme; • Ensure effective communication and oversee processes leading to documentation & publication of lessons, processes and results of gender and social inclusion interventions; • Support the Head of Programmes in designing and planning programmes; ensuring that, Safeguarding, Gender and inclusion, Visibility and Communication are adequately addressed with effective strategies for implementing operations in line with Self Help Africa's Burkina Faso Strategic Plan; • Support the Head of Programmes in resource mobilisation and acquisition through new programme development and proposal writing to ensure effective mainstreaming of, Safeguarding, Gender issues across the

	<p>programme;</p> <ul style="list-style-type: none"> • Develop and carry out ongoing review of Gender and inclusion policies/guidelines and strategies that provide strategic direction during planning, implementation, monitoring and evaluation across the Burkina Faso Programme; • Establish knowledge gaps and specific learning needs of staff and local partners around, Safeguarding, Gender and inclusion across the programme and coordinate staff and partner capacity building for effective programme implementation; • In conjunction with other Programme Co-ordinators, assess partner capacities and requirements for Technical Assistance and review them regularly; • Coordinate the development and production of project training curricula in conjunction with SHA partners; • Facilitate active networking and partnerships of the Burkina Faso Country Programme with Government Departments, donor agencies, NGOs and private organizations implementing similar programmes activities for continued learning and sharing of experiences and best practices; • Guide processes of identifying, Gender-based advocacy issues and facilitate policy advocacy engagements at local and international levels for the implementation of gender sensitive policies and laws; • Nurture and strengthen strategic partnerships, networks and coalitions with civil society organizations and private sector to influence, Gender responsive policies and laws; • Keep updated on technical aspects of Safeguarding Gender and inclusion related issues through regular reading, dialogue, and participation in meetings and trainings; • Raise awareness among staff, partners, beneficiaries, and service providers or suppliers regarding the code of conduct and the child and adult safeguarding policy • Identify and support individuals who wish to raise a protection concern and refer them to the appropriate reporting channels • Receive information relating to protection and report any concerns, suspicions, or historical or current disclosures of abuse or exploitation immediately upon receipt via the protection reporting channel using the protection notification form. • Ensure access to an up-to-date directory of services and a map of resources within the area of operation. • Liaise with the Global Safeguarding Lead to obtain advice and support. • This role description may change as safeguarding evolves within Self Help
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	<p>Africa.</p> <ul style="list-style-type: none"> • Facilitate and assist the timely submission of regular reports (monthly, quarterly, semi-annual and annual) or special reports as deemed necessary; • Manage implementation of special projects from time to time as assigned by the Head of Programmes. <p>Safety and Security</p> <ul style="list-style-type: none"> • Ensure all safety or security incidents (fires, vehicle accidents, theft, etc) are appropriately recorded and reported; • Actively monitor field site safety and security and advise the HoP about new developments. • Ensure regular communications are maintained among the field sites, and between the field and the country office. <p>Logistics/Procurement/Assets Management</p> <ul style="list-style-type: none"> • Ensure efficient use and management of transport and other programme resources; • Work with Head of Programmes and Human Resources and Administration Manager in procurement processes of projects inputs through outlined procurement procedures; • Ensure that project implementation meets donor compliance requirements; <p>Representation</p> <ul style="list-style-type: none"> • Promotion of the organisation’s positive image through collaboration and networking; • Ensure that the programme collaborates and networks with other stakeholders such as Government ministries and departments, donor agencies, NGOs and private sector organisations; • In coordination with the Head of Programmes, represent SHA at national levels; to donors, local and national government authorities, other NGOs, and any other parties as required; • Any other duties as assigned by the Head of Programmes from time to time. <p>Communication</p> <ul style="list-style-type: none"> • Support project managers and partners in integrating communication strategies into the process of planning, implementing and monitoring project activities; • Coordinate the design of the various digital and audio-visual communication media for the country office; • Coordinate country office action visibility initiatives; • Develop and distribute a quarterly newsletter on the activities of the country office; • Contribute to the organization and facilitation of country office workshops and events; • Coordinate the development of speeches during country office workshops and events;
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	<ul style="list-style-type: none"> • Ensure the involvement of local and national media to ensure media coverage of program activities; • Coordinate the country office's advocacy processes with external stakeholders; • Ensure compliance with instructions and communication systems, visibility of the various technical and financial partners of the country office.
Key Relationships:	<p>Key relationships:</p> <p><i>Internal</i></p> <ul style="list-style-type: none"> • Country Director • Head of Programmes (Line Manager) • Other SHA staff • Programme Support Co-ordinator (HQ based) • Programme Quality Advisors (HQ based) <p><i>External</i></p> <ul style="list-style-type: none"> • Partner organisations, • Government Ministries/ departments, • Other like-minded organizations and institutions
Knowledge and Experience:	<ul style="list-style-type: none"> • At least 3 years working experience in Gender related programmes • At least 2 years working experience in Safeguarding related programmes
Duration of contract	<ul style="list-style-type: none"> • Two years with a possibility of extension based on successful performance
Qualifications/Other Requirements:	<ul style="list-style-type: none"> • Minimum of Master's degree in Social, Gender, Human rights, or related disciplines, • Experience and knowledge in the design and implementation of Gender, programmes within food, livelihoods, and agri-enterprise setting for individuals or groups, especially smallholder farmers, • Competence in operating computer software programmes and data analysis, research skills, writing and communication skills, excellent verbal, analytical, and organisational skills, • A good understanding of project cycle management approaches and tools – including Participatory Vulnerability and Capacity Assessment and Planning, project appraisal, Gender analysis frameworks, monitoring and evaluation including experience with effective gender indicators, data collection considerations and partners' capacity building, • Good knowledge and understanding of key aspects of development work; including food, nutrition and livelihood security, cross-cutting themes (e.g. gender, environment, HIV and AIDS, social inclusion), • Skills in training/facilitation of development processes, including organisation and mobilization of communities and networking among different development partners such as community-based organisations

	<p>(CBOs), governments and partner staff,</p> <ul style="list-style-type: none"> • High level skills and experience in planning, budgeting and writing programmatic reports to donors, • Ability and willingness to travel to the project sites, up to a maximum of 60% of work hours.
Role Competencies:	<ul style="list-style-type: none"> • A strong commitment to the aims, objectives and values of SHA Burkina Faso Country Programme; • Commitment to international and humanitarian NGO codes, standards and practices; • High level of integrity and high standards of personal conduct; • Solid computer skills in Microsoft Word, Excel, power point and email.

Any candidate offered a contract with Self Help Africa must commit to undergoing training and signing the Safeguarding Policy and Code of Conduct, which are appendices to their contract, and to conducting themselves in accordance with the provisions of these documents. Certain roles may be subject to a criminal record check.

Note: Applications from women are strongly encouraged.

A - Application Requirements

Applications must include the following documents:

- A cover letter addressed to the Country Director of Self Help Africa Burkina Faso, specifying the salary expectations for the position;
- A curriculum vitae of no more than three (3) pages, dated and signed by the candidate, highlighting their experience and skills relevant to the responsibilities of the position;
- The completed recruitment form, which can be downloaded from the website at <https://selfhelpafrica.org/ie/category/careers-west-africa/> or requested by email at infowafo@selfhelpafrica.net (Telephone 25 37 57 45)
- Certified copies of diplomas, certificates, and attestations;
- A certified copy of the National Identity Card or Passport.

B. Submission: Applications must be submitted online via the following link:

[https://selfhelpafrica.org/ie/careers-apply/?jbcid=500QD00000EBquV%20-%20Project%20Manager%20\(62273\)](https://selfhelpafrica.org/ie/careers-apply/?jbcid=500QD00000EBquV%20-%20Project%20Manager%20(62273)) on the SHA website.

C. Recruitment Procedure

- The procedure may include: (i) Shortlisting based on application; (ii) Written test; (iii) Oral interview.