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**JOB DESCRIPTION**

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| **Job Title:** | Gender Advisor |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Lilongwe |
| **Reports to:** | Head of Programs |
| **Job Purpose:** | Self Help Africa (SHA) is a non-governmental international organization engaged in rural development programmes to change the livelihood of the rural communities/households in over 8 countries in Africa.The purpose of this role is to ensure that gender and inclusion is integrated across all SHA programmes. He/She will be responsible for extending technical assistance in planning, implementing and monitoring of project/programme interventions with a gender and inclusion lens. He/She will contribute to advocacy through initiatives on gender and equality issues, support and advice, capacity building for staff, monitoring and reporting. |
| **Key Responsibilities:** | * In coordination with the Programme Manager and Head of Finance, s/he will supporting the SHA programme teams/technical staff in the design and implementation of project interventions to ensure that the project/programme intervention is gender sensitive/transformative.
* Be responsible for assessing, collecting, processing, analyzing and extracting gender data and information for further planning of programmes.
* Support the Head of Programmes in the mobilization of resources through the development of new programs and the drafting of proposals ensuring the effective integration of equality and inclusion in the Malawi programme.
* Develop and continuously monitor gender and inclusion policies/guidelines and strategies providing strategic direction to the planning, implementation, monitoring and evaluation within the Malawi Programme.
* Provide leadership in community-level evaluation and action research for the collection and analysis of gender and inclusion information.
* Manage the implementation of special projects from time to time as requested by the Program Manager.
* Ensures that SHA’s strategic focus on social inclusion is strongly woven into all programmes/projects;
* Ensure gender is mainstreamed throughout SHA programmes/projects using the Family Life Approach.
* Share knowledge, information, best practices and lessons learnt on gender mainstreaming with all staff, partners, and relevant government officials to ensure we are a learning organisation in relation to gender.
* Collect information on gender roles and relationships along agricultural value chains and farmer cooperatives, using both quantitative and qualitative analysis;
* Identify gender-based constraints that have the potential to reduce farm competitiveness, women’s economic advancement and the ability of the project to achieve its goals;
* Recommend appropriate actions to remove gender-based constraints in all programmes using SHA’s gender analysis tool.
* Together with the SHA Monitoring and Evaluation Officer be responsible for collecting, processing, analysing gender data using the gender assessment tool and other tools as appropriate.
* Facilitate and assist the timely submission of regular reports (monthly, quarterly, semi-annual and annual) or special reports as deemed necessary;
* Organise workshops and share the gender assessment results with project stakeholders as appropriate for learning and action.
* Contribute to thinking around research that could be undertaken to enhance our work on gender and inclusion.

Liaise regularly with the Gender Advisor at head office for support and share learning with other SHA country programmes and head office at learning events etc.**Networking** * Promoting a positive image of the organization through collaboration and networking.
* Active networking and advocacy profiling of SHA Malawi country programme with external stakeholders implementing similar programmes at local, regional and national level.
* In coordination with the Head of Programmes, represent SHA at national and regional level with donors, local and administrative authorities, other NGOs etc.

**Training** * Identify the capacity gaps and specific learning needs of the program staff around gender and inclusion and coordinate staff capacity building for the effective implementation of the program;
* Undertake training on gender with staff and partner staff so they are competent and confident in the use of SHA approaches to mainstreaming gender.
* In collaboration with other Project Advisers or Project Managers, assess partners' capacity and technical assistance needs and provide support to SHA and partner staff in integrating gender into their action plans.
* Take the lead and facilitate the organization of training workshops for relevant stakeholders, staff and key actors on gender and inclusion and related issues
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| **Key Relationships:** | **Internal*** Direct Supervisor Program Officer
* Country Director
* Technical Advisors,
* Project Managers and other staff of Self Help Africa in Malawi
* Finance and Administration Department staff
* Program Support Coordinator (headquarters based)
* Social Inclusion Adviser (Headquarters based)

**External** * Partner organizations
* Ministries and ministerial departments
* External stakeholders
* Other organizations and similar institutions
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| **Qualifications/Knowledge and Experience:** | **Essential:*** Minimum of Bachelor's degree in social sciences, International development or related discipline with a gender focus.
* At least five years experience in mainstreaming gender in agricultural and/or nutrition and/or value chains and/or agribusiness programmes.
* Extensive knowledge and experience of sector thinking on gender and inclusion with a wide range of partners from civil society, public and private sectors.
* Experience in developing and delivering training.
* Some experience in Monitoring and Evaluation and knowledge of M&E principles;
* A good understanding of project cycle management approaches and tools
* Experience in facilitation of learning process, networking and knowledge management.
* A strong commitment to the aims, objectives and values of the SHA Malawi Country Programme,
* Very good level of spoken and written English;
* Very good working knowledge of MS Office (Word, Excel, PowerPoint) and general IT skills

**Desirable:*** Masters in gender studies.
* Experience in capacity building
* Experience in team management and coordination;
* Ability to communicate effectively in more than one national language
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| **Role Competencies:** | * Excellent communication skills.
* Ability to work with minimum supervision and to work under pressure and on own initiative
* Ability to work as part of team across different cultures.
* Ability to solve problems and take corrective action.
* Excellent verbal, analytical, organisational and written skills
* People management skills
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Attention to detail and the ability to produce timely and accurate reports
* Ability to work as part of team across different cultures
* Honest, encourages openness and transparency
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
* Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
* Future orientated, thinks strategically
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**Self Help Africa is an equal opportunities employer**