



Programme Officer – Gender Mainstreaming

Primary Purpose of the Job

Support the Head Gender in ensuring the mainstreaming of gender perspectives into all SADC policies, programmes, projects and activities at both national and regional levels with particular reference to Part Two to Five of the Revised SADC Protocol on Gender and Development.

Monitor, evaluate and report progress made in the implementation of all gender commitments of SADC Member States at the regional, continental and international levels.

Duties and Responsibilities

- Draft calendar of events for the year and maintain effective and efficient development and management of the coordinated Gender Mainstreaming Management Structures of Gender Unit.
- Provide effective support to the Senior Programme Officer in gender mainstreaming.
- Facilitate Mainstreaming of Gender into SADC Secretariat programme of work.
- Assist Senior Programme Officer with the development of funding proposals for the gender programmes
- Mainstream gender into other directorate funding proposals.
- Roll out the SADC Gender Mainstreaming Resource Kit towards building the capacity of all SADC Institutions and Member States.
- Roll out of the gender mainstreaming guidelines.
- Facilitate and coordinate the mainstreaming of gender into all SADC programmes, policies and activities.
- Provide effective support to the Senior Programme Officer in women empowerment issues.
- Facilitate implementation of the Framework for Achieving Gender Parity in Politics and decision making by Member States.
- Develop the Gender Monitor.
- Facilitate the development and implementation of guidelines for establishing and strengthening women caucus.

- Train women parliamentarians and women candidates in advocacy, leadership and management skills.
- Sensitise MPs and political parties' leadership on the importance of women's participation in politics and decision-making positions.
- Facilitate the review and amendment of National Constitutions & electoral laws in Member States to ensure they are gender sensitive and responsive.
- Compile Bi-annual reports of Women In Politics and Decision making positions.
- Facilitate the development and implementation of Regional Multi- dimensional Women Economic Empowerment Program with all its related SADC Protocol on Gender and Development articles especially articles 15 to 19.
- Facilitate the development and implementation of Regional trade capacity building programme for women.
- Develop a methodology for assessing the gender impact of trade policies.
- Facilitate and coordinate the Women In Business Trade Fairs.
- Assist Head Gender to facilitate and coordinate the:
 - Review, development and monitoring of the relevant protocol.
 - Gender policy harmonisation / alignment.
 - Development, review and implementation of strategies and plans.
- Support improved quality programme/project delivery of the Gender Unit through:
 - Ensuring, facilitating and monitoring expenditure of the Gender Mainstreaming project funds and making budgetary allocations as per regular resources ceiling and funding sources.
- Support budgetary entries and requisitions/ voucher approvals on SIMS.
- Participate and prepare monthly programme reports, quarterly reports and Gender Unit Review Meetings.
- Contribute to the facilitation of mid and year end reviews of Gender Unit Operational Plan to assess progress of implementation.
- Draft papers, concept notes, minutes of meetings, annotated agendas etc.
- Promote the relevant SADC programme portfolio, pipeline, specific projects and programme impact.
- Organise relevant Technical & Policy Meetings & Workshops.
- Engage or present to various stakeholders / audiences on relevant sector issues.
- Monitor and evaluate the implementation of programmes/projects and preparation of M&E reports including the Regional Indicative Strategic Development Plan and the SADC Protocol on Gender and Development.
- Facilitate mainstreaming of gender into SADC Secretariat Directorates and Divisions policies and programmes.
- Prepare for Gender Ministers Meeting and facilitate implementation of Decisions from the Gender/ Women's Affairs Ministers Meeting.

- Contribute to the Gender Unit submission to Council and Summit Report.
- Monitor and report on the extent of gender mainstreaming by Member States and SADC Secretariat.
- Guide implementation of the Gender Equality Seal in the SADC Secretariat and by Member StatesCollaborate/work with assigned consultants for the delivery of work in the Unit
- Research and disseminate gender related information:
 - Promote documentation and sharing of knowledge about current and emerging gender mainstreaming related concerns and trends.
 - Evaluate programmes, documents lessons learned, best practices as well as replicable strategies and approaches in the SADC Region.
 - Promote evidence-based programming by regularly collecting data and information on sector status/ profile in Member States, using primary and secondary research techniques.
 - Co-ordinate research projects on the issues facing the sector in the region.
 - Analyse the data and information from the research commissioned.
 - Develop and regularly populate the regional database on the sector
 - Concrete efforts made in alignment of gender policies
 - Prepare data for publishing on the SADC website and other forms of media.
 - Organise sharing of technical information among Member States.
 - Facilitate the production of the biennial SADC Gender and Development Monitor.
 - Publicise a monthly e-bulletin on key developments in the region.
- Establish formal contacts with Regional Gender Advocacy groups.
- Maintain effective contact with Member States in all programme related matters for the sector and liase for synergised programme implementation.
- Research and adopt best practices in own specialised area of work and maintain high level of knowledge to effectively undertake the duties of the post with other programme directorates, as and when there is a need for joint coordination.
- Perform any other duties as may be assigned by the supervising officer.

Qualifications and Experience

Education

- At least a master's degree in Gender and Development/Gender Policy Analysis/Masters Women Studies/Maters in Development Studies/or related technical field from a recognised institution.

Specialised Knowledge

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Gender programmes.
- Proficient in the use of computers and computer software relevant to the position.

Experience

- At least 7 (seven) years of similar experience within a public or private sector, regional or international organisation.

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised.
- Demonstrated ability to work well in an international, multi-cultural and highly political environment
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress.
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player