JOB DESCRIPTION

OUR VISION, MISSION, BELIEFS and AMBITION

Our Vision
Our vision is for a world where all people have access to the technologies that enable them to meet their basic needs and reach their potential, in a way that safeguards the planet today, and for future generations.

Our Beliefs
We believe that:
- Technology is a key enabler of human development; and that technological innovation has the power to propel us into a better world.
- All people should have access to, and a voice in, shaping the technologies that can improve their lives.
- A sustainable future for our planet requires a fundamental shift in the way technology is developed and used.

Our Mission
To develop and demonstrate practical, technology-based solutions that enable women and men living in or vulnerable to poverty, to lead dignified lives. To partner with people whose lives are transformed by these efforts and with a range of other organisations: ensuring local ownership, and that the solutions work in the longer term without us. To inspire change through the widespread adoption of sustainable technologies that work - socially, economically, and environmentally, so that more people living in or vulnerable to poverty benefit from our learning.

Our Ambition
Our ambition is that by 2030 we will have transformed the way technology is used to improve the lives of men and women living in, or vulnerable to poverty.

Our Gender Commitment
In pursuit of our Vision and Mission, we are committed to advancing gender equality and women’s empowerment through all our work including programmes, knowledge sharing, advocacy, external communications, and also through our own organizational development. We recognize that gender relations and inequalities are fundamental causes of poverty and that women and girls may not enjoy the same status, power or access to and control over resources as men and boys. Without addressing the underlying causes of inequality, we can’t achieve the sustainable change for women and men that we seek. We have therefore committed to strengthen our work on gender, expecting gender sensitive approaches (meeting women and men’s day to day needs) as a minimum, and seeking gender transformative approaches as our overall ambition.

ABOUT US

Practical Action is a global innovator, inspiring people to discover and adopt ingenious, practical ways to free themselves from poverty and disadvantage. With 50 years of expertise, Practical Action has a strong heritage, and track record of bringing communities and experts together to find practical, sustainable solutions to enable people to meet their needs, which work for both people and the planet. Technology features in everything we do.
Working throughout Africa, Asia and Latin America, Practical Action improves the lives of around one million people every year through access to energy, sustainable agriculture, water, sanitation, hygiene and waste management, and disaster risk reduction.

We are a trusted partner of many communities, governments, development agencies and the private sector. We are uniquely placed as a knowledge broker with a breadth of capacities which enable us to capture and share knowledge in relevant ways for our diverse audiences. We are influential at national level where we work, and globally and considered a “go-to” agency by those seeking to improve lives for people living in or vulnerable to poverty.

THE ROLE

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Gender Advisor</th>
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<tbody>
<tr>
<td>Line Manager</td>
<td>Country Manager</td>
</tr>
<tr>
<td>Duration</td>
<td>2 years, renewable contract</td>
</tr>
<tr>
<td>Location</td>
<td>Kigali, Rwanda</td>
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<td>Job Grade</td>
<td>7</td>
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JOB SUMMARY

The postholder plays a vital role in ensuring that we systematically and consistently integrate gender and inclusion in all areas of our work and shall report to Country Manager. Specifically, the job holder will be accountable for working with all staff to support the development of strategic plans, ensure that gender is mainstreamed in project design and implementation and build and foster a culture within the region that is gender inclusive and focuses on gender transformation.

The postholder provide support across all five core areas of Practical Action’s strategy:

- achieve change and impact
- strengthen organizational profile
- lead and manage people
- support generation of funds and manage relationships
- deliver performance

Accountabilities are indicated below with approximate level of effort.

ACCOUNTABILITIES

Achieving Change Ambitions

- Contribute actively to the development of the annual Strategic Business Plan (SBP).
- Provide thought leadership on gender and social inclusion. This includes leading and supporting the overall areas of Gender and Inclusion in the organisation in a manner that adds value, impact and provides strategic inputs across all the Change Ambitions
- Lead Gender related analysis, research, learning and knowledge.
- Propose and spearhead new gender-related initiatives for the organisation in close coordination with the Business Development, Strategic Partnership Manager and Thematic Lead, Practical Action staff and Practical Action Rwanda Country Manager
- Identify knowledge gaps at different levels and undertake actions to reduce the gap information on Gender especially in coordination with the Knowledge Management staff in the region.
- Assist by providing critical inputs in developing project proposals and project designs to strategically integrate gender sensitive and transformative approaches.
• Participate and contribute to the activities of the Global Gender Group including providing regular updates on progress made in the gender equality and social inclusion efforts in the region.

**Gender Strategy and Plan**

• Review, propose, implement and support to deliver gender strategy.
• Support all teams to incorporate gender priorities in their planning and budgeting in alignment to the SBP and the gender strategy.
• Proactively initiate appropriate revision according to countries legal framework and development trends.
• Ensure gender related interventions contribute to the policy engagement.
• Facilitate and undertake the capacity development related gender activities to programme team and other stakeholders as necessary.
• Create practical tools to track and monitor gender related work to increase reach of activities as per the programme designs in coordination with the MEL team.
• Identify opportunities for innovation and policymaking/adjustments drawing on data and information from evaluations carried out, lessons learnt, best practices or from researches from within the organisation, country or region.
• Explore, identify and gather relevant organization knowledge and learning on gender to look at new areas of opportunities, analyse and share with relevant colleagues (country, regional and UK)

**Delivering Performance**

• Oversee and support the fulfilment of donor-funded gender related activities in projects as required, including delivery of consulting contracts through Practical Action Consulting.
• Orient programme staff to achieve gender inclusiveness in partners and beneficiaries while designing the programme/project.
• Support the HR and Programme team to achieve the gender related targets in staff composition and programme delivery including support to the gender in the workplace initiative.
• Participate in the project/programme review and prepare report on progress in delivery of the regional gender strategy.
• Tie up gender with KPI reporting system and track the progress.
• Contribute in preparing gender friendly reports (KPI, annual reports, donor reports).
• Support in preparation of an action plan on gender activities during inception of a particular project.
• In collaboration with MEL staff, create a mechanism for capturing and documenting key successful interventions including case studies and success stories and work.
• Understand donor requirements on gender related interventions and that Project/Award Managers are aware on it when implementing the project/awards.
• Build the capacity of relevant staff and provide constructive feedback to ensure quality gender related interventions through skills and sharing.
• Foster a culture of collaboration, communication, and common ambition as One Practical Action.
• Work with UK and other relevant country office gender teams to ensure cross-country knowledge sharing and learning.
• As an Extended Regional Management Team (ERMT) member, create an environment that embraces change and enables change, demonstrate changes and help others to accept new ideas.

**Strengthen Organizational Profile and Managing Relationships**
- Represent Practical Action to government, partners and other stakeholders as the gender focal person in related forums, meetings, workshops, etc.
- Coordinate and build relationship with relevant government line agencies and networks at national level and local level as well to increase collective national action and awareness on gender.
- Work with communications team to train staff and partners on gender-sensitive communication
- Lead interface as the gender focal person with the UK office and with other teams.
- Network with different stakeholders including donors, partners, and other stakeholders to advance the gender agenda as per the organisational requirements.
- Match knowledge, learning and gaps identified with potential donor/client and their programmes to match with Practical Action's priorities.
- Actively contribute to the development of our brand essence and positioning.

**EXPERIENCE, KNOWLEDGE & SKILLS**

- Masters’ degree in Gender Studies, Human Resources, Development Studies or similar discipline with thorough knowledge of Gender and Social inclusiveness
- 5 – 10 years of post-graduate working experience in a national or international development organization in a related position
- Proven experience in conducting gender and social inclusion analysis
- Proven experience in development and implementation of strategies for gender mainstreaming and transformative initiatives
- Experience in design, monitoring and evaluation of gender and social inclusion interventions
- Ability to work in a team, including providing strategic inputs and effectively contributing to joint planning and implementation of trainings, workshops, and other program activities.
- Proven ability in participatory methods, and knowledge of policy influences and institutional practices on gender.
- Good knowledge of development issues affecting national economic development
- Exposure to the broader international development agenda
- Familiar with the gender related development issues in the East Africa region particularly in Kenya and Rwanda.
- Proven experience on being well organized, attentive to details, and use concise, persuasive writing
- Excellent writing, analytical and communication skills
- Excellent oral presentation skills and in-depth knowledge and experience in designing and delivering gender training to a wide variety of audiences.
- Ability to work independently, manage multiple tasks and set priorities to meet deadlines.
- Strong communication skills in written and oral English.
- Excellent networking and relationship management skills.
- Excellent ability to work with cross-functional teams including virtual cross-functional team and contribute strategically.
- Ability to effectively represent the regional office, the organization and Practical Action’s work.

**Desirable**

- Experience of working in an International NGO environment.
- Cross-cultural sensitivity and emotional maturity.

**CORE COMPETENCIES**

**Self-motivation:**

Displays timeliness and accuracy in carrying out their role, by their personal energy and enthusiasm and willingness to learn to exceed expectations in their role.
Drive for results:
Demonstrate level of responsibility and accountability in meeting commitments and objectives. Illustrate by evidence of seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that effect output of their role.

Planning and organising:
Ability to process requirements of role effectively. Is able to gather and use resources effectively. Is able to prioritise their workload and that of their teams appropriately and review and amend priorities and actions as and when required.

Influencing:
Competence evidenced by the ability to use a range of approaches and select the appropriate style for a situation. Is able to demonstrate good listening skills, presents own view in a convincing manner, whilst acknowledging different perspectives, feelings and concerns. Works for a win-win outcome in resolving differences and is usually able to win others over to own way of thinking. Is well networked with excellent external focus.

Decision-making:
Competence is demonstrated by the timeliness and sound reasoning of decisions. There is a balance of consultation with action. Will communicate, will follow thorough and will be accountable for outcome. Will have the interests of Practical Action at the core of the decision. Will support decisions once argued through and made.

Initiative:
Ability to work independently, within a set context; to act on current or future problems or opportunities; to respond creatively and effectively to the unexpected. Displays a curious and questioning approach in their role and environment.

Teamwork:
Ability and inclination to work co-operatively with others. Will recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so.

Managing relationships:
Ability to understand and react appropriately to motivations that drive colleagues’ behaviour. Is sensitive to cultural differences. Behaves appropriately within them. Understands how to develop productive working relationships.

Sensitivity on Gender Equality and Social Inclusion:
Should have respectful beliefs regardless of their gender, age, sex, race, ethnic background, culture, different ability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion. Responds and behaves appropriately in different situations.

PRACTICAL VALUE BASED BEHAVIOURS
Our people are expected to demonstrate the following behaviours:
People who are inspired and inspiring about our work – people who are known for beating the odds and live the values of the organisation in everything they do. They are the bridge builders between people and process and thus are able to make human connection in stories and give colleagues a sense of pride across the Group.

People who demonstrate dynamism in what they do – people who are known for being a sector-wide role model for getting things done and “making things happen” radiating energy.

People who are good at connecting and collaborating – people who are known to be a great ambassador for Practical Action and is able to stretch boundaries, finding new opportunities to collaborate. They are great networkers at all levels.

People who are always learning – people who are known as an effective knowledge broker and organisational learner providing a source of expertise and assistance to others.

People who demonstrate creativity in doing their job – people who are known to exceed the confines of a brief and are conceptually creative. They are active challengers and comes up with solutions that re-write the rule book.

People who are focused on getting the job done - people who are known to compartmentalise and deliver to high standard on all tasks and always appropriately makes decisions and are accountable for consequences.

Senior Gender & Social Inclusion Advisor in the organisation is expected to demonstrate or work towards demonstrating excellent standards of behaviours under these practical value based behaviours.

Disclaimer: This job description is not an exhaustive list of the skills, effort, duties and responsibilities associated with the position.

Practical Action is an equal opportunity employer, we treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment or sexual orientation.

We are committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks.
HOW TO APPLY

A detailed Job Profile can be accessed from Practical Action website

If you have the experience, skills and the ability we are looking for; please forward your application letter (1 page) and updated CV/Resume (3 pages max) by email to: recruitmentrwanda@practicalaction.org clearly indicating the subject as the Job title you are applying for.

The application deadline is 11th September 2022

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Only shortlisted candidates will be contacted for further process