



# Role profile – Gender and Advocacy Officer

## Role content and purpose

The Gender and Advocacy Officer will report to the SDGs Kenya Forum and work in close cooperation with Development Initiatives (DI). You will play a key role on the project 'Strengthening the SDGs Kenya Forum as an Accountability Platform for Gender and Development'. As part of this project you will support the SDGs Kenya Forum to coordinate social accountability mechanisms for grassroots women's and civil society organisations (CSOs) in the implementation of the Sustainable Development Goals' (SDGs) gender equality commitments. 80% of your time will be assigned to the implementation of the project, which is funded by the Bill & Melinda Gates Foundation, and 20% to other SDGs Kenya Forum program work and research.

## Person specification

### Education/qualifications

- Bachelor's degree in Gender and Development studies. A Master's degree in related studies will be an added advantage
- Any other academic or professional qualifications that will enhance the role including short courses in development-related work, research skills, standards and guidelines and project management.

### Personal skills/qualities

- Excellent communication and writing skills, including experience of working effectively across cultures and with diverse audiences
- A team player with excellent organisational skills, who can also work independently and prioritise own workload
- A self-starter with initiative and confidence to lead in their designated field
- Ability to work under pressure yet deliver multiple tasks on time with attention to detail and accuracy
- Ability to work within project management processes ensuring timely delivery of work to meet the highest quality standards expected from DI and SDGs Kenya Forum
- Ability to professionally represent SDGs Kenya Forum in a variety of meetings and other external fora
- Ability to interact with employees at all levels of the organisation



- Excellent relationship management skills and experience working with people in different contexts
- Good analytical skills and confidence to question the validity of information and offer ideas and solutions.

### **Knowledge/technical competencies**

#### **Essential**

- A minimum of 5 years' proven experience working on advocacy, gender and women's empowerment issues
- Ability to build capacity of staff and partners to deliver advocacy work
- Familiarity with both national and international institutions, mechanisms and a wide range of actors across the development sector with experience of working with government and/or CSOs
- Advanced computer skills in Ms Office including Outlook, Word and Excel
- Knowledge and experience of sustainable development and accountability practices
- Experience working in relation to the SDGs, in particular SDG 5, with government, civil society, international organisations and donors
- Experience working on gender, and social inclusion or accountability projects or programmes
- Knowledge of advocacy trends at subnational and national level.

#### **Desirable**

- Experience of working in a matrix or project-based environment
- Qualitative research methods including primary and secondary research
- Experience in implementing programmes at the subnational level.

### **Role Specification**

#### **Duties and responsibilities**

##### **Technical duties**

- Provide guidance and advice to the DI/SDG Kenya Forum project management team on technical issues on policy, advocacy and gender mainstreaming in projects
- Support the process of identifying entry points to engage with county governments on SDGs and gender
- Inform and contribute to consultations with key stakeholders, including the government SDG Unit under the Ministry of Planning, CSOs, national and local authorities on the progress of activities implemented
- Support assessment and research activities at the community level to gather information and analysis on gender and advocacy issues
- Track progress and provide data on gender and advocacy issues



- Develop a plan to create awareness among staff and partner communities on the rights of women and girls, and support documentation and sharing of lessons on gender and advocacy
- Lead training workshops for relevant stakeholders, staff and key actors on advocacy and gender-related topics
- Develop and implement an annual plan and budget for CSOs' advocacy work in the area of gender equality
- Prepare monthly reports on key project activities, issues and required action points
- Represent the 'Strengthening the SDGs Kenya Forum as an Accountability Platform for Gender and Development' project as required to donor organisations, other international organisations, as well as national government and non-governmental institutions. Endeavour to build professional relationships with local, district and regional authorities in order to ensure the full participation of a broad spectrum of national leadership in the identification, planning and execution of project activities
- Manage and maintain relationships with community leaders, women's rights platforms, local NGOs and other community-based organisations
- Coordinate and support capacity building for SDGs Goal 5 sub-cluster membership within the SDGs Kenya Forum
- Strengthen the relationship and work with the National Treasury & Planning Department (SDGs unit) to improve planning guidelines/frameworks for allocation of resources for implementation of the SDGs and Big 4 Agenda at both national and county levels
- Perform other duties to strengthen the SDGs Kenya Forum as may be required.

### **General responsibilities**

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one meetings and performance management appraisals
- Be willing and committed to take on new work as and when required.

### **Details**

- Full time, 12-month consultancy contract
- Applications: Email your CV and cover letter to [HRAfrica@devinit.org](mailto:HRAfrica@devinit.org) with the subject header 'Gender and Advocacy Officer'
- Closing date: 25 January 2019, 5pm (EAT)
- First interviews: To be advised
- Start date: ASAP