

## **Position Description**

### **ACT Gender Programme Manager**

#### **Based in Geneva, Switzerland**

#### **About ACT Alliance**

ACT Alliance is a coalition of more than 150 churches and affiliated organisations working together to create positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality. ACT Alliance is supported by 30,000 staff from member organisations and mobilises about USD 3 billion for its work each year in three targeted areas: humanitarian assistance, development and advocacy action. ACT Alliance is deeply rooted in the communities it serves. It has earned the trust and respect of local people long before large international interventions scale up, and remains steadfast in its grassroots commitments many years after world attention has shifted elsewhere. For more details about the general work of ACT, please refer to <http://www.actalliance.org/>

#### **1. Major functions summary**

The Programme manager leads the development of the ACT Alliance programme on gender justice. He/she works on the design and support of a coherent and systematic approach to issues of gender justice, and to gender mainstreaming in the ACT programmes; acts as a programme policy and theology advisor in planning, implementation, and monitoring of programme activities; provides support to the overall coordination of the ACT gender justice campaign, and is responsible for coordination of day-to-day substantial tasks assigned within the ACT gender justice policy, and in line with the ACT Global Strategy and other organizational objectives.

#### **2. Duties and responsibilities**

- Leads the development of the ACT Alliance programme on gender justice;
- Coordinates the implementation of the ACT Global Strategy's thematic and programmatic priority on gender justice;
- Facilitates the rollout of the ACT Alliance gender justice policy;
- Supports the advocacy and engagement of ACT Alliance in the context of UN processes, such as the Sustainable Development Goals, the Commission on the Status of Women, the Commission on Population and Development, and the Beijing +25 review, inter alia;

#### Technical guidance, advice, and substantive leadership

- Lead and coordinate the implementation of the ACT Global Strategy's thematic and programmatic priority on gender justice, and the ACT global gender justice campaign;
- Lead and/or undertake research, analysis and evaluation of gender dimensions of social, economic and humanitarian issues, and advise senior management, programme staff and partners on the design and development of adequate interventions;
- Lead theological analysis on gender justice to be incorporated in programme policy, programs and projects throughout the alliance;
- Undertake analysis of gender documents, including forums reports, to institutionalize gender justice and mainstreaming;
- Develop performance indicators and guidelines for effective compliance with the ACT gender justice policy
- Assess programme impact and oversee the appropriateness and accuracy of methods used to verify progress and results. Develop innovative approaches to enhance performance;
- Contribute to the preparation and finalisation of ACT annual reports on the implementation of the ACT Global Strategy's thematic and programmatic priority on gender justice, and the ACT alliance gender justice policy.

### Project Management

- Establish the work plan, activities, targets, budget, standards for measuring progress and results and determine the processes, tools and methodologies to be used to ensure effective and efficient project implementation and operations and achievement of results;
- Monitor, manage and provide oversight to the different steps and stages of project implementation and timely actions to ensure results are achieved;
- Plan and oversee the implementation of mid-term and other required project evaluation to address any design or implementation issues;
- Authorize and/or approve the appropriate use of human, financial, assets and other organizational resources;
- Facilitate the preparation for meetings and other designated forums and follow up on all decisions taken to ensure implementation and/or timely action;
- Support programme coordinators in formulation, implementation and evaluation activities from substantive point of view on issues related to gender justice, gender mainstreaming and women's empowerment;
- Monitor regularly the ACT Programmes and projects work plans, and reports on gender-related issues.

### Knowledge and capacity building

- Develop and widely disseminate knowledge products to strengthen secretariat and forum capacity on issues of gender justice, and to establish conceptual clarity on gender justice, gender mainstreaming and research on emerging gender issues;
- Introduce innovation and best practices, access to knowledge and expertise and promote its application and mainstreaming across ACT forums;
- Develop a plan for learning and development and lead the implementation of training activities on techniques for gender mainstreaming, and women's empowerment. Organize trainings for operations and programme staff;
- Identify areas for support and interventions within the thematic/sectoral areas assigned;
- Track and monitor progress on gender mainstreaming and women's empowerment across all focus areas of the ACT national forums;
- Develop methodologies and guidelines for promoting effective gender mainstreaming and women's empowerment across all ACT programmatic areas;
- Document lessons learned from past gender justice projects to accelerate the achievement of gender justice results at the regional level.

### Strategic partnerships and Resource Mobilization

- Build new partnerships with stakeholders identified by ACT Alliance Secretariat;
- Develop and strengthen partnerships with UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on the strategic aims of ACT
- Research and analyse information on donors, prepare substantive briefs on possible areas of cooperation, identify opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization;
- Maintain dialogue with partners and stakeholders to advocate, promote and advance gender justice issues, priorities, interests and competencies;
- Coordinate and collaborate with ACT members, partners and stakeholders to link and harmonize approaches and to promote common interests and achievement of results;
- Represent ACT secretariat in national, regional and global fora to promote, advocate and speak for the organization on strategic and common issues.

### **3. Competences and behaviours**

- Commits to the values of the ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team;

- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity;
- Builds effective internal and external relationships, involves others when solving problems and treats others with consideration and respect in an alliance where faith is a key ingredient of people's lives;
- Passion for building and developing core skills for the role and contributes knowledge outside of immediate own role;
- Effectively motivates, influences and develops others, drives high performance, inspires people to follow them and acts as a role model, and contributes knowledge outside of immediate own role;
- Creates an environment of constructive, open and forward-looking dialogue and support among team members;
- Works actively to support fundraising within the Secretariat for the many key programmatic processes and functions coordinated in the Secretariat;
- Is performance focused, energetic and committed to dealing with several competing agendas simultaneously and effectively.

#### **4. Key working relationships**

- Acts as the focal point for ACT Communities of Practice on gender justice (both global and regional), and ensures the regional perspectives inform ACT gender programme;
- Liaises with ACT members, ACT forums, Communities of Practice and Advisory Groups through regional staff or directly;
- Liaises with the ecumenical and civil society partners, both faith-based and secular, for instance the World Council of Churches, Lutheran World Federation, or Side by Side – Faith Movement for Gender Justice;
- Liaises with UN officials as well as with local and international donor governments, and all partners in ensuring successful implementation of ACT gender strategies and initiatives;
- Works effectively and in close collaboration with the Gender campaign coordinator, regional teams and other ACT secretariat programmes staff and leadership team on issues relevant to the programme development;
- Reports to the Director of Programmes; Supervises the ACT Gender campaign coordinator.

#### **5. Technical skills and experience**

- Relevant academic degree, preferably with an element of theological education;
- A minimum of seven to ten years of relevant work experience, including project management experience
- In-depth knowledge of key issues of gender, faith and development (including relevant theological aspects);
- Good understanding of the role and added value of churches and faith-based organizations and Experience of working with gender justice and equality in a faith-based context;
- Knowledge and experience of cooperation with United Nations, governmental and multilateral organizations in the field of gender equality;
- Highly developed interpersonal and communications skills including influencing, negotiating and coaching;
- Ability to manage and lead in networked working environment;
- Ability to turn strategies into plans and actions;
- Demonstrated experience in advocacy and public policy issues a plus;
- Fluency in English language, with demonstrated written skills. Working knowledge of other languages, particularly French and Spanish, an asset;
- Woman candidates are strongly encouraged to apply. Candidates from the Global South are encouraged to apply.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to [recruitment@actalliance.org](mailto:recruitment@actalliance.org) by Sunday 16<sup>th</sup> December 2018. Please put "Gender Programme Manager" in the subject line and name your documents "Firstname lastname CV" and "Firstname lastname Cover letter".