

Position Description

Gender Project Coordinator 70% – regional position based in ACT Latin America/Caribbean Office (LAC) in San Salvador, El Salvador)

Time-bound position until December 2023

About ACT Alliance

ACT Alliance is a coalition of 155 churches and affiliated organisations working together in over 125 countries 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 \$3 billion for its work each year in three targeted areas: humanitarian aid; development; and advocacy. ACT Alliance is deeply rooted in the communities it serves. It has earned the trust and respect of local people long before large international intervention scale-ups, and remains steadfast in its grassroots commitments for 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 Gender Project Coordinator supports the Global Gender Programme Manager in delivering the operational functions of the ACT Alliance Global Gender Justice Programme 2019-2023, and in the coordination (planning, implementation, monitoring, reporting and evaluation) of the externally funded project for this programme.

S/he supports the various structures at global, regional and national levels, which involves intensive work with ACT Alliance members and partners at regional and national level to help build ACT member and forum capacities, and to facilitate increased collaboration and joint initiatives. The coordinator reports to the Gender Programme Manager, with a functional reporting line to the LAC Regional Representative and will advise the ACT Regional Representatives on implementing activities at national and regional levels.

2. Duties and Responsibilities

Project coordination and management

- Support the establishment of workplans, activities, targets, budget, standards for measuring progress and results and the processes, tools and methodologies to be used to ensure effective and efficient project implementation and operations and achievement of results;
- Oversee, monitor and provide implementation support to the different steps and stages of project implementation including its activities and related internal and external communications, monitoring and reporting, as well as budget management of project finances, and timely actions to ensure results are achieved;
- Plan and oversee the implementation of required project evaluations to address any design or implementation issues;
- Facilitate the preparation for meetings and other designated forums and follow up on all decisions taken to ensure implementation and/or timely action;
- Monitor regularly the ACT programmes and projects workplans, and reports on gender-related issues.
- Draft or contribute to other project reports and presentations on activities as requested and provide data analysis and report writing related to gender mainstreaming.

Capacity development

- Under the direction and supervision of the Gender Programme Manager assist with the development and management of Gender initiatives for all programme components;

- Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning;
- Coordinate and collaborate with the Gender Programme Manager in the drafting of integrated gender mainstreaming approaches.

Member support and partner liaison

- Attend and if needed provides support to Gender Reference Group meetings;
- Assist in providing technical support and training in Gender approaches for various programme stakeholders and for all programme components;
- Provide advice to management team on gender related issues, concerns, trends and policies;
- Consultation with other secretariat staff, members and external agencies, ensuring that all the relevant colleagues, the membership and partners receive timely and appropriate support and information;
- Perform other duties assigned by the Gender Programme Manager.

3. Competences and behaviours

Knowledge Management and Learning

- Knowledge and experience in project implementation;
- Knowledge in monitoring and evaluation tools;
- Extensive knowledge on gender mainstreaming and gender responsive budgeting;
- Experience in organizing meetings, workshops, conferences;
- Seeks and applies knowledge, information, and best practices from within and outside ACT Alliance;
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Excellent written and oral communication skills. Communicates sensitively, effectively and creatively across different constituencies;
- Demonstrates very good understanding of and experience in communications and outreach/advocacy;
- Ability to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported;
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems;
- Uses Information Technology effectively as a tool and resource.

Leadership and Self-Management

- Proven networking skills and ability to generate interest in ACT Alliance mandate;
- Identifies opportunities and builds strong partnerships;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.

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;
- Demonstrates accountability, effective communication, inclusive collaboration and cultural sensitivity and values diversity;
- 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;
- Creates an environment of constructive, open and forward-looking dialogue and support among team members;
- Is performance focused, energetic and committed to dealing with several competing agendas simultaneously and effectively.

4. Key working relationships

The candidate will be required to nurture and maintain relevant existing relationships, establish and cultivate several new ones with ACT secretariat staff in all six offices, as well as members and partners all across the world.

- Reports to the Gender Programme manager (line management) and the ACT Regional Representative for Latin America and the Caribbean (matrix management);
- Liaises with other ACT Regional Representatives;
- Liaises with the Gender Programme Adviser at Act Church of Sweden (CoS) who will also form part of the team;
- Liaises with other staff as relevant;
- Liaises with the Compliance Officer, Director of Operations, Director of Programmes on relevant operational issues;
- Externally, liaises with relevant ACT members, ecumenical and other faith actors and other partners/donors to build relationships across the alliance, increase member capacity and foster trust and allegiance among members and with external partners.

5. Technical skills and experience

- At least 5 years' experience in a project coordination, advocacy and/or campaigns role, including international experience in a network setting;
- Advanced university degree in a relevant subject area (development studies, international relations, or any other relevant discipline);
- Highly organised, with strong project management skills;
- Absolutely fluent English written and verbal communication skills, good written and verbal knowledge of Spanish; French an asset;
- Understanding of global civil society working environment and multilateral processes within the UN with a particular focus on gender issues;
- Experienced in engaging with governments, working within the faith sector and facilitating multi-stakeholder communications and dialogues;
- Demonstrated ability to work in multi-cultural situations and/or multi-locational settings using a flexible, collaborative approach;
- Demonstrated competency to build and maintain trust among diverse groups towards consistent collaborative work;

- Demonstrated experience in developing and undertaking capacity building initiatives;
- Strong experience and understanding of issues regarding branding and marketing;
- Ability to manage one's own work and time within the context of multiple responsibilities and projects, and a demonstrated capacity to work under pressure to deadlines;
- Ability to perform some duty travel.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@actalliance.org by **Friday, 6 March 2020**. Please put "El Salvador Gender Project Coordinator" in the subject line and name your documents "Firstname lastname CV" and "Firstname lastname Cover letter". The contract will be a regional contract until December 2023.

ACT adheres to the SCHR misconduct scheme <https://www.schr.info/the-misconduct-disclosure-scheme>. As such, ACT will contact the current and/or former employer of the preferred candidate as part of reference checking and ask for a misconduct statement. When applying for this position, please confirm (in the body of the email) that you give your consent for ACT asking current/former employer for a misconduct statement should you be the preferred candidate and that you will provide the contact details of relevant HR departments that can provide such a statement.