



<b>Job Title</b>	<b>Gender and Human Rights Programme Manager</b>		
<b>Reports to</b>	Head of Development, Embassy of Ireland, Pretoria		
<b>Embassy Team</b>	Development		
<b>Location</b>	Pretoria, South Africa		
<b>N° Reporting Staff</b>	None		
<b>Job Profile</b>	<p>Under the direction of the Head of Development, manage and coordinate the implementation of Ireland’s Gender and Human Rights Programme of assistance in South Africa, Zimbabwe and the sub-region. This position will lead on delivery of Ireland’s strategic gender output:</p> <ul style="list-style-type: none"> <li>• <b>Opposition to Gender Based Violence and support for GBV survivors strengthened</b></li> </ul> <p>and contribute to delivery of the following Embassy outputs:</p> <ul style="list-style-type: none"> <li>• <b>Civil Society’s capacity to promote good governance and human rights improved</b></li> <li>• <b>Targeted health and disability programmes for women and children delivered</b></li> <li>• <b>Educational linkages, networks and cooperation increased</b></li> </ul> <p>As a member of the Development Team, the Programme Manager will plan, implement and monitor gender equality and human rights opportunities and ensure results are achieved. The role also includes the provision of support to the consular, trade and political outputs of the Embassy Strategy, where appropriate, in relation to gender and human rights.</p>		

<b>Key Performance Areas</b>	<b>KPA detail</b>	<b>Competency Requirements</b>	<b>% time</b>
<b>1. Programme and grant management, monitoring, risk management, administration and reporting</b>	<p>Manage and maintain the quality of Ireland’s Gender and Human Rights programme in South Africa, Zimbabwe and the sub-region, and implement Ireland’s development policies and systems across all programme interventions and related activities:</p> <ul style="list-style-type: none"> <li>• Ensure that a sound gender analysis and human rights focus informs programme design and management;</li> <li>• In line with the Grant Management Guidelines, provide oversight and risk management of Irish Aid funds. Undertake monitoring visits to ensure programmes are implemented as per agreements. Ensure partner compliance with results reporting;</li> <li>• Manage and report variances in programme and financial matters and programme audits;</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of results, ensuring high quality and optimal use of resources, with accurate monitoring and reporting.</li> <li>• Specialist knowledge and expertise in health, gender, good governance and human rights.</li> <li>• Management and team work.</li> <li>• Analytical and conceptual</li> </ul>	45%



Key Performance Areas	KPA detail	Competency Requirements	% time
	<ul style="list-style-type: none"> <li>Monitor, research and analyse the progress and impact of all related programmes efforts;</li> <li>Manage and maintain all administrative systems relating to programme and sub-programme interventions;</li> <li>Compile, edit and submit programme reports as required, ensuring that achieved results and challenges are highlighted, and risk and mitigation actions explained.</li> </ul>	<ul style="list-style-type: none"> <li>thinking, seeing relationships between issues and identifying coherent solutions.</li> <li>Networking/Influencing, developing key relationships</li> </ul>	
<b>2. Advocacy and representation</b>	<p>Lead and consolidate Ireland's strategic thinking, intellectual leadership and planning on Gender and Human Rights:</p> <ul style="list-style-type: none"> <li>Contribute to sector debates and maintain Ireland's thought leadership in relation to Gender and Gender-based-violence and Human Rights initiatives and debates;</li> <li>Provide an analysis of current contextual developments and sector policy debates and developments, and provide briefings and briefing papers to inform HQ, Embassy staff, consultants and other relevant stakeholders as required;</li> <li>Represent the Embassy and its interests and values at partner meetings or other relevant fora, and participate in policy dialogues;</li> <li>Maintain strong links with international, regional and national networks on gender equality, women's rights and human rights;</li> <li>Facilitate, through partners, the provision of top quality policy advice and services to Government departments, where appropriate, to help integrate gender into national policies;</li> <li>Develop strategic networks with appropriate Government Ministries and officials to ensure effective advocacy and policy related interventions in government meetings and ministries.</li> </ul>	<ul style="list-style-type: none"> <li>Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing.</li> <li>Able to work under pressure and with multi-disciplinary and multi-cultural teams</li> <li>Networking/Influencing, developing key relationships</li> <li>Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li> </ul>	20%
<b>3. Civil society engagement and capacity enhancement</b>	<p>Play a lead role in relationship management with civil society partners and sector stakeholders:</p> <ul style="list-style-type: none"> <li>Establish and maintain relationships with relevant civil society organisations, assessing potential for engagement/partnerships;</li> <li>Facilitate, through partners, the creation of synergies between national and local responses as part of programme development;</li> <li>Support to partner organisations including, but not limited to, technical and management advice, assessment of capacities and approaches to gender, gender-based violence and human rights;</li> </ul>	<ul style="list-style-type: none"> <li>Networking/Influencing, developing key relationships</li> <li>Analytical and conceptual thinking.</li> <li>Management and team-working, including coaching and support for groups and individuals.</li> </ul>	10%



Key Performance Areas	KPA detail	Competency Requirements	% time
	<ul style="list-style-type: none"> <li>Liaise with relevant sector stakeholders, including civil society organisations, networks and NGOs engaged in the promotion and protection of human rights and the equitable inclusion of marginalised groups.</li> </ul>	<ul style="list-style-type: none"> <li>In-depth practical knowledge of inter-disciplinary development issues.</li> </ul>	
<b>4. Contribution to Whole of Embassy Strategic Planning and Implementation</b>	<p>Contribute to Strategy review processes, and provide relevant information, analyses and directions that advance Ireland's goals and values:</p> <ul style="list-style-type: none"> <li>Ensure familiarity with all key documents pertaining to Ireland's Foreign Policy and policies on International Development and support alignment with the Sustainable Development Goals;</li> <li>Provide advice on appropriate gender and human rights sensitive indicators in the performance measurement framework and support colleagues in the monitoring and reporting of programme results/outputs and objectives against agreed indicators;</li> <li>Provide strategic input and advice on gender across the work of the Embassy and work within teams to ensure that gender and human rights issues are understood and mainstreamed;</li> <li>Contribute to the development of annual business plans and budgets to effectively implement and review strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Teamwork, to enable high performance, clear and realistic objectives, including effective and targeted communications</li> <li>Analytical and conceptual thinking</li> <li>Delivery of results, ensuring high quality, optimal use of resources</li> </ul>	10%
<b>5. Communications and teamwork</b>	<p>Provide strong technical support to the Development and wider Embassy teams and maintain active participation in HQ, regional and other relevant structures, networks and alliances:</p> <ul style="list-style-type: none"> <li>Act as an effective link between the Gender and Human Rights programme, the Embassy and HQ;</li> <li>Collect, collate and share up-to-date information on sector trends, challenges and successes to inform programme planning, implementation and impact;</li> <li>Undertake and report on information sharing activities with external national and international stakeholders as required;</li> <li>Maintain links with other funding agencies and partner forums to identify potential areas for collaboration, sharing Ireland's experiences and learning;</li> <li>Participate in Embassy programme staff meetings and undertake delegated roles and responsibilities;</li> <li>Work with the Embassy Public Diplomacy and Communications Team, to document and disseminate lessons for policy dialogue, public advocacy and future programming.</li> </ul>	<ul style="list-style-type: none"> <li>Interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times. Open and constructive discussions around work issues</li> <li>Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing.</li> <li>Management and team working Flexibility and comfortable adaptation to change.</li> </ul>	10%



Key Performance Areas	KPA detail	Competency Requirements	% time
6. Other	<ul style="list-style-type: none"> <li>Carry out any additional responsibilities that may be assigned by the Head of Development from time to time;</li> <li>Assist with Embassy briefs and preparation of high level/HQ visits, including field trips as required.</li> </ul>	<ul style="list-style-type: none"> <li>Management and team working</li> <li>Flexibility and comfortable adaptation to change</li> </ul>	5%
<b>Qualifications and Skills Requirements</b>	<p><b>Overview: High levels of technical competency, professionalism and analytical skills are required to fulfil this role, as are strong, collaborative team player and client and partner relationship skills, along with experience of project management.</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>A first degree in the area of gender, human rights or a related discipline.</li> <li>8 to 10 years' development related experience in Southern Africa.</li> <li>A proven track record in Gender and Human Rights work within a development context.</li> <li>Proven programme management, planning and monitoring skills.</li> <li>Excellent written and oral communication skills (including computer literacy).</li> <li>Excellent interpersonal skills and the ability to work independently (self-starter) and as part of a team.</li> <li>Proven ability to collate and distil large amounts of information, summarising findings to be used for management decisions and planning.</li> <li>Strong gender sensitive statistical data capacity and a track record on development of gender sensitive indicators and monitoring.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Master's degree in a related field.</li> <li>Experience of working for a bilateral donor.</li> <li>Demonstrated capacity in policy development and influencing.</li> </ul>		
<b>Terms and Conditions</b>	<ul style="list-style-type: none"> <li><b>Working hours:</b> full time, or 37 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. Regular travel is required.</li> <li><b>Overtime:</b> Time off in lieu per agreement with line manager.</li> </ul>		



- **Salary Scale:** SA Rand 43,000–59,000 per month (the position will be offered at the starting point on the scale).
- **Benefits:** Medical Aid
- **Primary work location:** Embassy of Ireland, Pretoria
- **Start date:** 3<sup>rd</sup> April 2017. There is a 6-month probation period (April-September 2017), after which performance is reviewed and a permanent contract may be offered.
- **Performance Management:** The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish Civil Service. Staff members agree, with their manager, goals, key tasks and targets aligned to an Annual Business Plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed professional development and training. The Gender and Human Rights Manager agrees his/her profile with the Head of Development.