

## Vacancy Announcement



PRIP Trust, a national Capacity Building NGO will be implementing the project titled “APARAJITA: Political Empowerment of Women”, with funding from Swiss Agency for Development and Cooperation(SDC) for a period of four years in the Districts of Sylhet, Sunamganj, Moulvibazar, Habiganj, Sherpur, Jamalpur, Rajshahi, Chapai Nawabganj, Satkhira, and Gopalganj.

The objective of this Project is to build the confidence, knowledge and capacity of Elected Women Representatives and to encourage networks of mutual support so that they can fulfill their obligations to their electorate and contribute to making local Government and local service provision more responsive, especially to the needs of women. PRIP Trust is seeking applications from the qualified candidates for the following position to implement the above mentioned Project.

### Local Government and Gender Expert (National Level) (Position-01)

#### Role

Local Government and Gender Expert (National Level) will be responsible for overall planning, implementation, monitoring and evaluation of gender and governance interventions in order to mainstream gender dimensions as cross cutting issues, in all the initiatives undertaken by the project and networking partners NGOs. S/he will interact and work with EWR, Union Parishad and networking partner NGOs on the program activities, inclusive capacity building of UP association and NGOs on partnership building, local level planning, information sharing, and advocacy. S/he will provide technical support and guidance to practitioners, and help adjust programming to ensure better coordination and integration of gender perspectives in promoting gender equality and non-discrimination throughout the APARAJITA Project operation.

#### Main Duties and Responsibilities:

SL. #	Duties	Specific Tasks
1.	Planning and Implementation	<ul style="list-style-type: none"> <li>Assist in gender-sensitive participatory planning and support implementation and ensure women's issues appear in all work plans.</li> <li>Formulate gender policy concept and guidelines on women empowerment and gender mainstreaming and develop gender policy</li> <li>Provide support and technical assistance to the Union Parishad for strengthening the effective Local Government</li> <li>Implement the program through advocacy and lobbying the Government, NGOs and Civil Societies.</li> <li>Conduct gender training need assessment,</li> <li>Identify the areas for gender related training and assist in organizing training</li> <li>Accomplish periodical action plan of women development program;</li> <li>Design, develop and update course curriculum/modules and other training materials for gender training delivery</li> <li>Conduct and facilitate training/workshops on women leadership empowerment, participation, and management capacity and other gender related issues and write reports.</li> <li>Carry out gender audit at the partners and project level.</li> </ul>
2.	Technical Support on	<ul style="list-style-type: none"> <li>Conduct (and/or consolidate) a rapid analysis of situations, with particular attention to the situation of women and girls, and use this information to</li> </ul>

	Gender Mainstreaming	<p>develop gender action plans of various sectors in cooperation with partner NGOs.</p> <ul style="list-style-type: none"> <li>• Facilitate and support the integration of gender perspectives in the various sector/clusters by providing direct technical policy and programmatic support to various sector actors in order to improve service delivery.</li> <li>• Develop and promote Gender handbook and Guidelines in the networking NGOs and Local Government Institutions and monitor the progress in gender mainstreaming by using the framework and checklists in the gender handbook and guidelines, adapting the checklist to the specific socio-cultural context and target group.</li> <li>• Advise and assist in the development of gender sensitive training orientation materials, adapt existing training resources to the local context and support their integration into training initiatives</li> <li>• Facilitate the smooth coordination of an inter-agency gender network</li> <li>• Liaise with gender advisers and gender focal points in other organizations (including governments, INGOs, local NGOs and women's groups) and in peacekeeping missions in country.</li> </ul>
3.	Advocacy	<ul style="list-style-type: none"> <li>• Provide information to relevant actors for related national and international awareness-raising and advocacy efforts.</li> <li>• Advocate for adequate allocation of human and financial resources for effective gender mainstreaming as well as targeted gender equality and women's and girls' rights;</li> <li>• Advocate for Adequate functioning the local government for effective Union Parishad as well as targeted local government functions and good governance programs in GOs and networking NGOs.</li> <li>• Build strategic alliances with other key actors internally and externally to advocate for gender sensitive programming</li> </ul>
4.	Monitoring and Evaluation	<ul style="list-style-type: none"> <li>• Support project management and technical staff in incorporating gender and local government issues in the project M&amp;E system (performance questions, indicators, sampling, methods, procedures, analysis of gender-differentiated implementation and compact).</li> <li>• Liaise closely, continuously and constructively with primary stakeholders, government ministries, local government and other relevant projects to exchange ideas on the gender-sensitive M&amp;E of project activities, processes and impacts.</li> <li>• Work closely with local women's groups to identify how they do their own M&amp;E and how this can be linked to project M&amp;E in ways that are safe and appropriate. Identify additional resources and support that will enable their active participation.</li> <li>• Facilitate all field staff and Project Unit Specialists to communicate information from the field to the appropriate decision-making forum on women's involvement and performance in activities undertaken in all components, processes and impacts.</li> <li>• Arrange for the dissemination of information from M&amp;E data on the degree to which governance and gender-related objectives are being achieved and on the gender-differentiated impact of the project.</li> </ul>
5.	Documentation and Reporting	<ul style="list-style-type: none"> <li>• Participate actively in documentation of success stories and other information;</li> <li>• Document lessons learned in the capacity building intervention;</li> <li>• Support program reporting, peer learning on key cross cutting issues within the program, and keep abreast of changing sector knowledge and best practice;</li> <li>• Prepare and present an annual performance report on the governance and gender;</li> </ul>
6.	Participation in meetings,	<ul style="list-style-type: none"> <li>• Participate in forums and meetings at national, regional and country level;</li> <li>• Participate in periodic learning and coordination meetings;</li> </ul>

	seminars and workshops	<ul style="list-style-type: none"> <li>• Represent the meeting and seminars on behalf of the project;</li> </ul>
7.	Miscellaneous	<ul style="list-style-type: none"> <li>• Any other activities as per requirement of the project;</li> </ul>

**Required Qualifications and Competencies**

- Educational qualification must be Master in Social Science (MSS) or relevant subject.
- Minimum 5 - 7 years of working experience in NGOs or Development Sector and at least 02 years of experience in the similar position under Local Government Project.
- Ability and Willingness to work under pressure.
- Good oral and written communication skill both in English and Bangla.
- Basic computer knowledge

**Salary Range**

- TK.70,000 - 76,000/-

**Other Benefits**

- Yearly festival bonus, Yearly increment, other benefits as per project budgetary provision.

---

If you meet the above requirements, please send a complete CV along with a cover letter, all relevant certificates and two copies of recent PP size Photographs, photocopy of National ID card, name and address of two non-relative referees to the Executive Director, PRIP Trust, House#72, Road # 8/A, Dhanmondi R/A, Dhaka-1209 on or before 29<sup>th</sup> December 2011. Applicants are requested to write the name of the position applied for on the top of the envelope. Only short listed candidates will be called for interview.

**Women are especially encouraged to apply.**