Position Title | Gender and Inclusion Coordinator
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Project | Fiji Program Support Facility
Reports to | Gender & Inclusion Senior Adviser
Duration of Assignment | July 2021 to December 2021 (with possibility of extension)
Location | Suva, Fiji
Classification | Technical – Level 2

**Accountability & Working Relationships**

- Reports to the Facility Gender and Inclusion Senior Adviser
- Works closely with the Facility’s sector program teams, and with staff across the Facility Management Unit, including the Monitoring, Evaluation and Learning team

**Program Overview**

The Fiji Program Support Facility (the Facility) was established in 2017 to support and implement Australia’s aid programs such as health, education, Australia Awards and governance in Fiji. The Facility also supports the Australia Awards and education programs in Tuvalu. The Facility integrates cross-cutting themes, including gender equality, disability inclusion, climate change, emergency preparedness and response and civil society engagement, across sectoral programs. In particular, the Facility seeks to strengthen program outcomes by better addressing the needs of targeted beneficiaries including those who are often marginalised.

The Facility has a Gender equality, disability and social inclusion (GEDSI) Strategy and Action Plan to maximise the integration of GEDSI across the Facility’s sector programs and identifies approaches to integrating GEDSI across the Facility’s management and operations to enable outcomes to be achieved. GEDSI team works closely with DFAT, government counterparts and key stakeholders in planning and delivering GEDSI integrated programs.

The Facility’s Gender and Inclusion Senior Adviser leads the operationalisation of the GEDSI Strategy and Action Plan and the Disability Inclusion Specialist provides technical advice, capacity building and hands-on practical support to mainstream disability inclusion. The GEDSI team tracks and reports progress against strategy and action plan and delivers specific GEDSI mainstreaming advice, sector specific strategies and capacity building interventions tailored to each program. A GEDSI network is established across the Facility to ensure a coordinated approach to GEDSI mainstreaming and ongoing learning through Monitoring, Evaluation and Learning initiatives.
Position Summary

Under the overall guidance of the Gender and Inclusion Senior Adviser, the Gender and Inclusion Coordinator (the Coordinator) will support the integration of GEDSI across all the Facility’s programs and operations, by supporting the operationalisation of the GEDSI Strategy and Action Plan.

The Coordinator will support the GEDSI team with the delivery of evidence-based technical advice to support mainstreaming of GEDSI throughout the program cycle including design, implementation, and monitoring, evaluation and learning (MEL). They will undertake research and analysis, maintain progress trackers and databases, and contribute to reporting and capacity building activities.

Placement Outcomes and Outputs

- GEDSI Literature Reviews, Analysis and Assessments completed for sector programs, and specific activities
- Updated GEDSI Tracker
- Updated GEDSI Information Database
- GEDSI Capacity Building and Learning Strategy/ Plan operationalised
- Coordination of the GEDSI Focal Points/ Network
- Provision of technical advice and hands-on practical support to mainstream GEDSI throughout the program lifecycle, across the Facility’s programs and operations, under the direction of the Gender and Inclusion Senior Adviser

Key Responsibilities

The Coordinator will support the Gender and Inclusion Senior Adviser, the Disability Inclusion Specialist and the broader team to:

- Undertake research and literature reviews to inform advice and approaches to GEDSI mainstreaming across the sector programs, as well as the Facility’s management and operations.
- Support the development and production of GEDSI reports on specific areas of interest to the Facility’s programs and activities, including working with the MEL team to analyse data.
- Regularly review and update the GEDSI Strategy and Action Plan and tracker of progress.
- Plan, implement, review and adapt GEDSI activities in line with the Facility’s GEDSI Strategy and Action plan
- Coordinate a Facility GEDSI Network for continuous learning and improvement in GEDSI practice across the Facility.
- Support the MEL team to Develop GEDSI staff surveys and related MEL tools and contribute to the collection, analysis and use of GEDSI data by the Facility.
- Contribute to GEDSI focused communication and advocacy within the Facility and partners.
- Maintain and manage GEDSI information database and system and regularly document GEDSI practice
Key Responsibilities

- Develop practical tools and guidance to support capacity building for Facility staff and partner organisations to mainstream GEDSI across activities.

Selection Criteria

Qualifications

- Degree in a relevant discipline, such as, gender, social policy, disability, social research, international development, public health, public policy or management or equivalent demonstrated experience.

Experience

- Proven experience in the field of gender, disability inclusion and/or social policy.
- Previous experience in a GEDSI related project and programs.
- Demonstrated experience helping to implement practical and impactful GEDSI mainstreaming approaches.
- Proven ability to undertake GEDSI data analysis, gender assessments, monitoring and evaluation and research techniques.(desirable).

Knowledge

- Strong knowledge on gender equality, disability inclusion and social inclusion standards and practice
- Demonstrated knowledge on gender mainstreaming and applying GEDSI across different sectors and organizations, including an understanding of donor policy frameworks
- Knowledge and understanding of the institutional, legal and policy frameworks at national and local level GEDSI issues in Fiji and the Pacific

Personal Attributes

- Ability to be flexible, pragmatic and quickly adapt to change.
- Willingness and enthusiasm to act as a champion for gender equality, disability and social inclusion and safeguarding including child protection and the Prevention of Sexual Exploitation Abuse and Harassment.
- Sensitivity to other cultures and the ability to act appropriately in the context of Fijian culture and the workplace.
- Ability and willingness to demonstrate and promote a working and professional culture that advocates and prioritises striving for achievement, open and proactive information sharing that empowers the team, transparency and accountability, fairness, and collaboration.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.
Gender Equality, Disability and Social Inclusion

Exemplifying Tetra Tech’s commitment to technical excellence in gender equality, disability and social inclusion (GEDSI), our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to all our programs to improve the opportunities of the world’s most marginalised groups. We encourage people from diverse backgrounds and experiences to apply.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

About Tetra Tech

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world, including Australia’s Department of Foreign Affairs and Trade, USAID and the UK’s Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.