Position Description

<table>
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<tr>
<th>Position Title</th>
<th>Gender Equality Specialist</th>
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<tr>
<td>Project</td>
<td>Fiji Program Support Facility - Australia’s Support to Fiji’s Education Sector</td>
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<td>Reports to</td>
<td>Permanent Secretary, Ministry of Education, Heritage and Arts (MEHA)</td>
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<td>Duration of Assignment</td>
<td>Full time, to 31 December 2021 with the expectation of extension</td>
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<td>Location</td>
<td>Ministry of Education, Heritage and Arts, Suva, Fiji</td>
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<tr>
<td>Classification</td>
<td>Specialist</td>
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Accountability & Working Relationships

- Reports to the Permanent Secretary, Ministry of Education, Heritage and Arts (MEHA)
- Management accountability to the Facility’s Team Leader Education
- Technical accountability to both the Facility Team Leader Education and Facility Senior GEDSI Adviser

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.

Australia’s Support to Fiji’s Education Sector program works in close partnership with MEHA to enable all boys and girls to learn. It focuses on strengthening MEHA’s HR capacity, literacy and numeracy, inclusive education, Fiji Education Management Information System (FEMIS), and teacher preparation and development.

The Program contributes to the strategic priorities of MEHA that support quality learning and teaching through targeted support including demand driven technical assistance, grants to support analytics and partnerships.

Position Summary

The Gender Equality Specialist role aligns with Government of Fiji’s (GoF) priority of promoting gender equality and empowerment of women and girls.

The national Gender Equality Specialist will support MEHA to translate its gender equality policy commitments into reality ensuring that gender equality principles are promoted and upheld throughout the Ministry. This will be achieved through a supportive approach, working in close collaboration with MEHA counterparts, and being responsive to the needs of the Permanent Secretary’s priorities.
**Position Summary**

The Gender Equality Specialist will be responsive to requests from within MEHA to review and contribute to the development of policy and procedures to ensure that gender equality objectives are included and provide supportive capacity building to colleagues as required.

In addition, working closely with the Program, and the Facility’s Gender and Inclusion Senior Adviser, the Gender Equality Specialist will promote gender equality throughout key activities including, but not limited to, HR reforms, FEMIS enhancements, literacy and numeracy initiatives, student support services, and teacher preparation.

**Key Responsibilities**

**Key responsibilities include**

- Provide strategic in-depth advice and technical advice to MEHA staff and partner organisations (such as Teacher Training Institutions (TTIs)), in line with international good practice.
- Be a strong and committed advocate for integrating gender equality throughout MEHA’s structures and processes and building momentum for change.
- Build capacity within MEHA and key partners and stakeholders so that gender equality principals are routinely applied and momentum is built.
- Contribute to and review draft policies to ensure that they are aligned with the Fiji National Gender Policy and other relevant policy commitments.
- Collaborate with the MEHA FEMIS/IT team and the national Data Analyst Specialist on the analysis of gender disaggregated data to inform policy, planning and resource allocation.
- Support the human resources department with initiatives to promote equal access for men and women and encourage empowerment of women and girls.
- Support the program Literacy and Numeracy team and MEHA’s Curriculum Advisory Services (CAS) officers to develop and source materials that promote positive male and female role models and training materials for teachers to promote learning outcomes for boys and girls.
- Support the analysis of research findings and contribute to recommendations from priority research studies.
- Support the student support services pilot and its action research to ensure that findings and recommendations integrate gender equality.
- Support five TTIs to embed gender equality in their structures, processes and practice.

**Selection Criteria**

**Qualifications**

- Bachelor’s degree in the Social Sciences, Gender Studies and/or Development Studies is mandatory

**Experience**

- Demonstrated experience integrating gender equality in the public sector.
- Demonstrated experience promoting gender equality through culturally appropriate and sensitive approaches, and engaging men in gender equality.
- Experience building capacity of staff and stakeholders on gender equality.
- Demonstrated experience in supporting senior management integrate gender equality into their programs and operations.
Selection Criteria

- Relevant experience designing and conducting gender and social inclusion analyses, as well as integrating and implementing findings into policy and planning desirable.
- Experience, or involvement in designing and implementing monitoring, evaluation and learning processes to measure gender equality outcomes desirable.

Knowledge

- A contemporary understanding of international best practice approaches to gender equality.
- Ample working knowledge of the Fiji National Gender Policy.

Personal Attributes

- Pragmatic, collaborative and supportive.
- Proven inter-personal skills, including ability to influence change and broker successful partnerships.
- Ability to make realistic judgements about how best to promote Gender Equality in different contexts and organisational environments.
- Excellent verbal and written communication skills, including leading effective consultations with diverse stakeholders including Government, civil society organisations, donors, and technical specialists.

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.