



## Job Description

### Gender Equality Advisor

<b>Position</b>	Gender Equality Advisor		
<b>Department</b>	Programs	<b>Location</b>	Canada preferred, but may also be based abroad.
<b>Reporting to</b>	Emergency Program Director	<b>Travel</b>	Involves up to 50% travel.
<b>Appointed by</b>	ADCOM	<b>Supervises</b>	n/a
<b>Engagement</b>	Full-time	<b>Posting Date:</b>	
<b>Term</b>	Open	<b>Disclosure</b>	The nature of ongoing employment within ADRA Canada is dependent on financial contributions from its support base. It is to be recognised that the level of financial support is of a fluctuating nature.
<b>Revision Date:</b>	December 2, 2020	<b>Applications:</b>	Please submit application to <a href="mailto:stayintouch@adra.ca">stayintouch@adra.ca</a>

#### POSITION PURPOSE

The Gender Equality Advisor is an integral member of the Programs team and plays a significant role in ADRA Canada's efforts to execute the organization's vision to increase gender transformative programming as an approach for the realization of rights, specifically among women and girls and other vulnerable groups.

Reporting to the Emergency Program Director and working in close collaboration with the Gender Advisor for Development Programs, you will primarily be responsible for conducting gender analyses, gender equality training and capacity building for both emergency and development overseas programming. You will also support the Emergency Program team in mainstreaming gender in projects/programs using appropriate and effective gender strategies, supporting implementation of high-quality gender aware or gender transformative programs, supporting monitoring & evaluation of gender equality results in projects, and providing technical support to improve the gender results of humanitarian projects/programs. The Gender Equality Advisor will also undertake research and external engagement to build ADRA Canada's capacity in gender equality programming.

#### ADRA CANADA DESCRIPTION & MISSION STATEMENT

ADRA Canada (Adventist Development and Relief Agency Canada) is the Canadian development and relief agency of the Seventh-day Adventist Church. ADRA Canada's purpose is to serve humanity so that all may live as God intended.

ADRA Canada and all of its employees are engaged in supporting the Vision of the Seventh-day Adventist Church in Canada (SDACC) which is Proclaiming Christ, Nurturing Believers, and Serving Humanity. The ministry of ADRA Canada is an important part of the Christian mission of the Seventh-day Adventist Church and is done in harmony with its religious beliefs and practices.

## WHY A CAREER WITH ADRA CANADA?

At ADRA Canada, we offer exciting and challenging careers that play an important role in positively impacting the futures of vulnerable families, and especially the lives of women and girls all over the world. Inspired by our Christian values, ADRA is active in over 130 countries globally, delivering justice, compassion, and love so that all may live as God intended.

Our unique culture fosters diversity and a workplace that strives to ensure all our employees feel respected and included. We offer a flexible workplace, generous compensation and benefits program, and a supportive and meaningful environment where we work together to achieve our goals. Come and be a part of our high performing team where together we are working to lift people out of poverty, establish hope, empower communities, and create positive and long-lasting change!

## KEY RESPONSIBILITIES

### A. Seventh-day Adventist Church Relations and Ministry (5% of each work week)

- Participate in daily worship and prayers. All employees take turns in leading worship for all employees.
- Encourage partners (including Seventh-day Adventist Conferences and congregations in Canada, other Canadian and foreign Seventh-day Adventist entities and the worldwide ADRA network) in the mission of ADRA and the Seventh-day Adventist Church. Educate them, as necessary, about the ministry role of ADRA Canada as part of the worldwide Seventh-day Adventist Church movement, consistent with the religious teachings of the Church.
- As requested, contribute to corporate publications & represent ADRA Canada and its mission at presentations/speaker appointment requests, particularly with ADRA Canada's partners.
- Ensure that all ADRA Canada activities are carried out in accordance with the values and religious beliefs of the ADRA network and the Seventh-day Adventist Church.
- As part of the ADRA Canada ministry, act in a way that reflects the religious beliefs and practices of the Seventh-day Adventist Church, both on and off duty.

### B. Operations/Technical (90% of each work week)

#### For EM Department

- Provide gender equality technical support to projects/programs including the application of gender analysis and mainstreaming tools to integrate and promote gender equality in projects, as well as development and implementation of gender equality strategies for more specific areas of support such as empowering women and girls, engaging men & boys, gender-based violence prevention and sexual and reproductive health integration in various sectors.
- Provide support to ADRA Canada and ADRA Field offices in the hiring of local gender specialists/consultants, including input in TOR, job descriptions and participation in interviews and selection of candidates
- Assist with review and writing of gender aspects of project/program proposals, implementation plans, and reports
- Monitor field progress on gender equality results and compliance
- Organize external gender equality project/program evaluations as needed
- Provide input for communications including briefs, reports, web posts/blogs, etc. as required
- Collaborate with other ADRA Canada Gender Advisor(s) and other ADRA Canada technical specialists to discuss issues and priorities related to gender equality programming
- Provide input for communications including briefs, reports, web posts/blogs, etc. (as required by the Supporter Relations Department) and on specific occasions, represent ADRA Canada in events such as donor meetings and in the media etc.

#### For all ADRA Canada Projects (EM and Dev)

- Organize/Conduct gender analyses and writing of gender analysis project reports.
- Organize/Conduct capacity building training for international program staff in gender equality concepts (gender analysis, gender mainstreaming, gender sensitive facilitation skills, gender based violence, sexual and

reproductive health, male engagement and other gender related topics as necessary) and practical implementation.

- Provide support to field offices in the development of GE & PSEA Policy & Procedures
  - Support the Gender Advisor for Development Program in implementation of the gender vision.
  - Conduct research initiatives on gender equality
  - Co-Chair the ADRA Network Gender Equality Technical Learning Lab (TLL) and participate in other gender partnerships and cooperation with other organizations in Canada
- C. Financial** (5% of each work week)
- Provide detailed expense reports when required
  - Work with the finance team on composing and monitoring gender aspects of project/program budgets
  - Perform other duties as designated by the Supervisor

## **EDUCATION, EXPERIENCE AND COMPETENCY**

### **Essential**

1. Minimum of a bachelor's degree in social science, preferably in gender/women's studies, or relevant discipline.
2. Minimum 5+ years of progressive professional experience in gender equality programming.
3. Strong understanding of gender equality theory and practice including experience in gender analysis, project/program design, monitoring and evaluation of gender equality in projects.
4. Familiarity with global best practices and standards related to gender in humanitarian and development programming
5. Demonstrated experience in designing and facilitating trainings on gender equality concepts for diverse groups.
6. Excellent organizational skills and attention to detail, including an aptitude for reviewing, synthesizing and analyzing information/data to produce quality reports.
7. Strong communication and negotiation skills.
8. Extensive experience with results-based management and effective measurement of progress in gender equality.
9. Strong interpersonal skills and the ability to maintain professionalism in sensitive and challenging situations.
10. Strong initiative. Able to anticipate needs and be proactive. Self-disciplined to meet deadlines and strong work ethic. Self-directed to act and resolve issues. Strong sense of responsibility and ability to perform while delivering superior service.
11. Fluency in English both oral and written, French and/or another language is considered an asset

### **Preferred**

12. 3+ years experience in field
13. Experience with development and emergency contexts
14. A high degree of understanding of cross-cultural communication, including understanding sensitivities of various cultures as well as the ability to translate academic concepts into real and practical advice for implementing partners.

## **TERMS AND CONDITIONS**

The terms and conditions shall be read in conjunction with the *Human Resources Manual* (as amended from time to time), the contents of which form part of the employee's obligations to ADRA Canada. The obligations of ADRA Canada are set out in the *ADRA Canada Human Resources Manual* and the applicable employment standards legislation and regulations, whichever obligations are greater. The employer will have no other obligations except as expressly set out in a written employment contract.

**Performance Review:** A Performance Review will typically be conducted after the first three months in the position. All employees will be required to participate in annual Performance Reviews.

**Job Description Continuous Review:** This job description is intended to describe the general nature and level of work being performed by incumbents assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Job descriptions are reviewed on a regular basis and can be modified at any time to meet the needs of ADRA Canada.

**Physical Requirements:** Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by the *ADRA Canada Human Resources Manual*, are required.

**Working Conditions:** Essential responsibilities are performed either in the office or in travelling conditions.

- **Within the office**, the work is primarily in a sedentary and comfortable environment, with tasks usually performed under normal office conditions with little or no noticeable discomfort. The work area is well lit and ventilated.
- **If travelling** (international and/or domestic) there will be difficult conditions and challenging environments, particularly to destinations in the developing world.

**Vulnerable Sector Screening:**

Consistent with our PSEA & Child Protection Policies the successful candidate must receive clearance by providing a police background check, including a vulnerable sector screening.

## **PERSONAL COMMITMENT**

Being employed by ADRA Canada requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the Christian values as taught by the Seventh-day Adventist Church, as referenced in the employment contract. The employee acknowledges and agrees that this position is one of ministry within the Seventh-day Adventist Church and that membership in the Seventh-day Adventist Church is essential to the proper performance of the duties of the position. The employee must conduct him/herself, both on and off duty, in accordance with the religious beliefs and teachings of the Seventh-day Adventist Church in all respects so as not to damage ADRA Canada's reputation or harm the employee's ability to fulfil all the position's obligations. The employee must inform the Executive Director if he/she no longer adheres to, or maintains belief in, the fundamental faith and religious beliefs and practices of the Seventh-day Adventist Church.