



GENERIC JOB PROFILE

1. POST

Job Title: Gender Officer

Grade: P2

Section: Gender

Duty Station: Field Missions

2. JOB PURPOSE

To assist in the provision of policy and technical advice within the mission and to the host government and partners regarding the advancement of gender equality and women's rights. Assists in the promotion of and compliance with African Union instruments and UN Security Council Resolution 1325 on women, peace and security. In addition, assists the Gender Section in ensuring the delivery of appropriate training at all levels within the mission, expansion of mission partnerships at national and other levels, and dissemination of good practices and lessons learnt.

3. MAIN DUTIES AND RESPONSIBILITIES:

Within delegated authority, the Gender Affairs Officer will be responsible for the following duties: *(These duties are generic and may not be carried out by all Gender Affairs Officers.)*

- Conducts research to develop a knowledge base that provides key resources on gender and women's issues.
- Assists in the provision of support on gender policy and operational issues.
- Supports the implementation of the AU and UN's Policy Directive on Gender Equality in Peacekeeping and UN Security Council Resolution 1325 on women, peace and security
- Assists in the provision of substantive information to inform the development of gender sensitive policies and operational tools for different sections within the mission.
- Contributes to the consolidation and documentation of good practices on gender and peacekeeping and ensures their integration into policy development and review processes.
- Maintains an online knowledge base on women and gender issues in the mission (tools, resources, documents, NGO database, contacts, web links).
- Maintains a database on indicators and statistics on women and gender issues in the country and in liaison with government, local and international NGO's operating in the country.
- Supports the identification of training needs, development of training materials and tools, and participates in the delivery of training on gender issues for mission personnel and wider audiences, such as government officials, NGO's and local groups.
- Assists in developing and updating advocacy materials and information, education, and communications tools through networking with national women's organisations to ensure adequate coverage of national level (i.e. International Women's Day) initiatives/events as well as visibility of women's issues in other events.
- Liaises with mission units and government information channels to assist in the development of materials on gender at national level.
- Assists in and undertakes public advocacy and outreach activities in the country.
- Performs any other duties as directed.

4. REQUIRED COMPETENCIES

Professionalism

Good knowledge of the work of the African Union; demonstrated experience in the field of gender affairs and/or women's rights, together with a thorough understanding of the concepts and practices related to gender issues, particularly gender mainstreaming in Peacekeeping; ability to advise senior management and other senior officials; conceptual and strategic analytical capacity and ability to analyse and evaluate critical matters pertaining to a broad spectrum of gender-related issues. Demonstrates professional competence and mastery of subject matter. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning& Organizing

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Stakeholder Engagement

Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view; establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; identifies stakeholders’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems; keeps stakeholders informed of progress or setbacks in projects; meets timeline for delivery of products or services to stakeholder.

5. Education:

A first level degree in in gender, women’s studies, political science, international relations, law, social studies or relevant discipline.

6. Experience:

A minimum of three years of progressively responsible experience in gender affairs or related field

7. Language:

Fluency in one of the official languages of the African Union

8. GENDER MAINSTREAMING

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.