



URWEGO RUSHINZWE KUGENZURAYUBAHIRIZWA
RY'UBURINGANIREN'UBWUZUZANYE
BW'ABAGOREN'ABAGABO MU ITERAMBERE
RY'IGIHUGU



TERMS OF REFERENCE TO HIRE A PROGRAM MANAGER FOR GENDER MONITORING OFFICE

BACKGROUND

The respect of Gender Equality principle is strongly embedded in the fundamental principles of Rwanda's Constitution of June 2003 as revised in 2015 and has witnessed a continued supportive political will. Aligning with the Constitution, the Government of Rwanda placed gender equality as one of the key factors contributing to the country's sustainable development, good governance and inclusiveness. To implement this principle, several policies, laws, strategies and institutional frameworks have been put in place to support the translation of such commitments into action.

Gender equality is a human right, good governance, democracy, sustainable development and inclusiveness principle as enshrined in the fundamental principles of the Constitution of the Republic of Rwanda adopted in 2003 and revised in 2015 and the Sustainable Development Goals (SDGs), specifically goal 5. As such, the public sector, private sector, non-governmental and religious institutions are responsible for mainstreaming gender in their policies, plans and processes to ensure inclusive and transformative development.

To ensure compliance to gender equality principles, the Gender Monitoring Office (GMO) has been ascribed the responsibility to ensure that public and private institutions, civil society and faith-based organizations contribute to the attainment of national commitments as enshrined in the National constitution, international/regional instruments as well as policies and programs. To guarantee that gender equality and women's empowerment principles are mainstreamed in policies and programs of different sectors and at different levels, GMO through its Five-year Strategic plan (2017–2022) aspires to build accountability systems and mechanisms for the sustainability and acceleration of gender equality.

To achieve its mission, GMO works with various partners including the United Nations Systems in Rwanda through the Gender Joint Programme dubbed ‘ ‘ **Leveraging the Full Potential of Gender Equality and Women's Empowerment to Achieve Rwanda's Transformation** ‘ ‘. **The Joint Programme** is contributing to further strengthening accountability to gender equality both at the central and decentralised levels.

In line with the above, UNWOMEN on behalf of Gender Monitoring Office is seeking to recruit a dynamic and self-motivated program manager that will coordinate and lead all Gender Joint programme activities planned and implemented through GMO while also contributing to the global picture of institutional development.

TASKS AND RESPONSIBILITIES

- Assist and work with GMO colleagues to develop and finalize work plans related to the Gender Joint Programme and oversee their implementation;
- Provide assistance to elaborate the programme quarterly activities/work plans and their reporting,
- Participate in the Joint Programme technical team meetings and joint endeavours,
- Coordinate and supervise all activities related to the Gender Joint Programme including the Gender and GBV Accountability clinics at decentralised levels, the monitoring of gender responsiveness in 2021 local elections and other Gender Joint Programme funded flagship activities,
- Participate in the Monthly Technical Committee meetings,
- Provide support in drafting progress and final financial and narrative reports;
- Contribute to collection of gender data, its management and use to inform evidence-based decision making and programming,
- Provide strategic advice to the GMO senior management on institution Building and to relevant units/departments on identification and establishment of innovative partnerships and approaches to enhance accountability to gender equality,
- Develop high level policy briefs to be used by the Gender Monitoring Office in advancing Gender accountability across different sectors and at different levels to spur policy change and social transformation,
- Support the documentation of the Joint Programme interventions and results and lead on their presentations in all relevant fora as requested by GMO Senior Management,
- Contribute to the monitoring initiatives as organized by GMO's program units.

QUALIFICATION AND EXPERIENCE

Key Technical Skills & Knowledge required;

- Demonstrated leadership, facilitation and coordination skills, ability to manage technical team and long-term strategic partnership;
- Demonstrate proven knowledge in institutional building and strategies development
- Good knowledge of Rwanda's Gender Policies, laws and Programs;
- Possess gender analytical skills
- Capacity to work with multiple stakeholders across a wide range of disciplines;
- Demonstrated networking, team-building and organizational skills;
- Hardworking and demonstrate capacity to work under pressure with minimum supervision;
- High sense of responsibility and integrity;

- Ability to seek and apply knowledge, information and best practices from multiple sectors;
- Fluent in English both written and spoken.

REQUIRED QUALIFICATIONS

- Masters/A0 in Gender and Development, international development, International Relations, Development Studies, Project management, law, Political or development related fields;

WORKING EXPERIENCE

- At least 5 years' Experience for (Ao) and 3 years for (Masters) in gender related assignments.
- Experience in coordination and supervision roles.
- Strong programme implementation, monitoring and evaluation skills
- Ability to meet tight deadlines, focus on impact and result and respond positively to feedback;
- Evidence/proof of past experience in executing similar assignments within a multi stakeholder's framework;
- Sound knowledge on national, regional and global gender equality frameworks;

SUPERVISION AND REPORTING ARRANGEMENTS

The program manager will work under the overall supervision and guidance of the Chief Gender Monitor and under daily coordination of the Executive Secretary.

CONTRACT DURATION

The contract period will be one year that may be renewable upon satisfactory performance and availability of resources.

DEADLINE AND MODE OF APPLICATIONS

Interested candidates are requested to submit their detailed CVs and motivation letter to rwanda.offers@unwomen.org not later than 01 October 2020 at 5:00 pm.