



Job title	<b>Associate Director - Gender and Gender Based Violence</b>
Department	Programmes
Job location	Action Against Hunger/Action contre la Faim - Canada
Direct supervisor	Operations Director
Location	Toronto, Canada
Type of position	Full Time - 1 Year Contract
Eligibility	<b>Please note that all applicants must be eligible to work in Canada.</b>

Created in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

#### **About the role**

Action Against Hunger Canada is looking for an Associate Director to take on the leadership of our full scope of Gender Equality (GE) and Gender Based Violence (GBV) programming. The position will be based in Toronto, Canada and will be a key senior position within the growing Programs Department.

The Associate Director will inspire and cultivate the strategic direction for our network's Gender Equality and Gender Based Violence vision and will grow our programmatic portfolio through the design of new programmes and the securing of funding for them.

The ideal candidate will have the following knowledge, skills and attitudes based on a previous track record of solid international humanitarian and/or GE/GBV programming experience:

- Demonstrable experience building technical and programmatic strategy with the ability to lead teams towards their development.
- High level of international gender equality and/or GBV expertise.
- Significant experience in the humanitarian and/or development domains working on GE/GBV policy and practice.
- Ability to work in an international and inter-cultural environment with previous experience managing remote based staff and programmes remotely.
- Strong understanding of international GE/GBV coordination mechanisms and a professional network globally within them.

This position will focus on the following:

1. Program Development, Implementation and Evaluation
2. Representation and communication of Action Against Hunger's work with external stakeholders and partners
3. Management of Gender and GBV Unit
4. Coordination within the Action Against Hunger International Network

### **Specific Tasks and Responsibilities:**

Under the direct supervision of Operations Director of Action Against Hunger Canada, the responsibilities of the Associate Director - Gender Equality and Gender Based Violence will be:

#### **1. Program Development, Implementation and Evaluation**

- Develop and implement a comprehensive GE/GBV strategy for the Action Against Hunger International Network including a specific programming strategy for Action Against Hunger Canada.
- Co-ordinate the monitoring, evaluation and learning processes for all projects implemented by the GE/GBV Unit.
- Identify and secure relevant funding opportunities for on-going and new program activities managed by the GE/GBV Unit.
- Coordinate the development of concept notes, proposals and/or budgets and provide quality assurance to the proposal and budget development process.
- Identify and cultivate relationships with new partners for global programming and/or national GE/GBV initiatives.
- Ensure robust financial management of all projects under the scope of the GE/GBV Unit, including but not limited to: development of project budgets, ensuring budget follow up, cash forecasting, approval of expenditures and ensuring coherent and eligible expenditures within the regulations of the donor.
- Ensure the highest level of technical quality of the GE/GBV Unit's programmes.

#### **2. Representation and communication of Action Against Hunger's work with external stakeholders and partners**

- Pro-actively develop and manage the relationship with donors related to GE/GBV initiatives including technical representation, presentations and/or capacity building when required.
- Active representation of Action Against Hunger with International and Canadian based gender organizations and/or networks/coordination mechanisms including the participation in relevant technical working groups, conferences and other coordination as relevant to gender programming.
- Provide leadership on the development of a communications strategy for the work of the GE/GBV Unit and the overall gender initiatives coming out of the international network.

#### **3. Management of Gender and GBV Unit**

- Ensure all processes related to the employee life cycle for Gender and GBV Unit team members are conducted according to Action Against Hunger Canada Human Resources policy.
- Foster a collaborative working environment.
- Ensure the application of all relevant performance management processes for team members. including establishment of performance objectives, regular feedback and performance appraisals.
- Manage recruitment processes for new GE/GBV international project team members including the design of job descriptions and coordination of employment contracts.
- Ensure professional development objectives for all team members are identified, planned for and actioned.
- Conducting mentoring and/or coaching for staff when/if relevant.

#### **4. Coordination within the Action Against Hunger International Network**

- Effective contribution to the Technical Directors International Management Group (IMG): playing an active participatory role representing GE/GBV, including monthly conference calls and face to face meetings when relevant.
- Provide overall management and reporting on the International Gender Equality and Gender Based Violence project on behalf of the international network.
- Ensure participation and representation of Action Against Hunger Canada GE/GBV initiatives within the International Donor Relations Unit (DRU), Human Resources Directors and Advocacy Directors.
- Support Sr. Project Managers in the management and coordination of the relationship between the leadership of Action Against Hunger Regional or Country offices where Canada project staff are based and/or where network projects are being implemented.
- Establish and maintain strong working relationships with other Gender technical staff and/or Department Heads (Nutrition, WASH, Food Security and Livelihoods, Mental Health Care and Practices) across the Action Against Hunger Network to ensure their participation, insight and technical advice GE/GBV strategy and mainstreaming.

#### **5. General**

- Attend planning sessions, team meetings and annual performance reviews as required.
- Pro-active exchange and collaboration with Action Against Hunger Canada team members and the International Network.
- Ensure an on-going process of personal professional development and learning.
- Other duties as assigned.

#### **Specific Work Conditions**

- The position is based in Toronto, Canada (non-negotiable).
- Staff work a five-day, 37.5 hour work week.

#### **Travel Requirements**

- The position will require global travel. Trips are usually expected to be short term duration (1-2 weeks) up to 25% of the position.

#### **Minimum Qualifications**

- Master Degree in relevant discipline in a field related to social sciences, development or gender studies and/or equivalent experience gained.
- Minimum of 5 years working with an international organization in a senior project management and/or technical advisory position.
- Demonstrated field/country level experience directly managing GE/GBV humanitarian/development programmes.

#### **Essential Knowledge, Skills and Attitudes**

- Demonstrated commitment to Gender Equality and solid understanding of the complexity of Gender Based Violence in humanitarian emergencies.
- Strong understanding of current humanitarian trends and the architecture of the humanitarian system.
- Demonstrated skills in team management, able to create an enabling environment, trust within a team and ability to motivate to achieve organizational goals and objectives.
- Demonstrated capacity to build partnerships.
- Demonstrated capacity to negotiate and secure project funding.
- Excellent written and spoken skills in English

- Working-level knowledge of French.
- Strong computer skills and knowledge of MS Office applications.
- Demonstrated capacity in working in a cross-cultural environment.
- Commitment to the mission, goals and strategies of Action Against Hunger.
- Ability to undertake travel within North America and Europe for short durations.
- Ability to undertake international travel to Central South America, Africa, Middle East, South and South East Asia for intermediate durations (2-3 weeks), sometimes in difficult and insecure environments.

***Desirable Skills***

- Fluency in the French and/or Spanish languages.
- Advanced skills and knowledge in Adult Learning and training/facilitation.
- Specific experience in the development and administration of funding (including donor regulations) of institutional donors (USA, UK, European).
- Demonstrated coordination experience at national, regional or global levels. Previous coordination experience and knowledge of the cluster system is highly desirable.

If you are interested in this position, please send your resume and cover letter to [rec@actioncontrelafaim.ca](mailto:rec@actioncontrelafaim.ca) by Sunday October 21<sup>st</sup>, 2018. In the subject line, please indicate **Associate Director – Gender/GBV**

To learn more about Action Against Hunger, visit our website at [www.actionagainsthunger.ca](http://www.actionagainsthunger.ca)