

Regional* Gender Mainstreaming Advisor

Terms of Reference

Location:

While the position was initially located in Ukraine, in view of the developments and security situation, a temporary backup solution is in place: the Regional Gender Mainstreaming Advisor will be placed in another Council of Europe Office of the region* (such as the Council of Europe Office in Tbilisi/Georgia or the Council of Europe Office in Chisinau/Republic of Moldova). In such a case, the country-dimension for Ukraine will be retained, in view of the specificities of the various projects implemented there. A possible country-dimension for the actual country of posting, would be assessed separately and together with the seconding authority, taking into account the length of the presence in the country.

Job mission

Under the authority of the Head of the Council of Europe Office and the Head of the Programming and Resource Mobilisation Department, the incumbent will be responsible for further developing gender mainstreaming tools and mechanisms and building the capacity of the Council of Europe staff in the country and the region* to ensure a gender sensitive approach to Council of Europe programmes and projects in the country and the region*. The Regional Gender Mainstreaming Advisor works in close co-operation and co-ordination with the Gender Equality Division in DGII (Directorate General of Democracy and Human Dignity) and in compliance with the Council of Europe regulations, standards and values.

Key activities

The incumbent performs the following key duties:

- Contributes to the implementation of the Council of Europe Transversal Programme for Gender Equality and the Gender Equality Strategy in the region*;
- Co-ordinates the process of gender mainstreaming in the framework of the Council of Europe Action Plans in the region*:
 - o advises on the integration of a gender perspective in all aspects of the work and activities of the Council of Europe in the region*;
 - o raises awareness and commitment on gender issues in the Council of Europe Offices in the region*;
 - o develops indicators for assessing progress with gender mainstreaming in co-operation;
 - o develops processes and practical tools, such as guidelines, to foster gender mainstreaming;
 - o monitors achievements and reports on progress related to gender mainstreaming in the framework of the Council of Europe activities in the region*;
 - o networks and shares knowledge with external gender experts and attend various events on gender equality organised by governmental and non-governmental organisations active in the field of gender equality in the region*.
- Supports and advises Council of Europe staff in the region*:
 - o provides support and advice to the Council of Europe staff at the programme/project level and to the senior management at policy level;
 - o provides technical support to the Council of Europe staff in mainstreaming gender in the project cycle;
 - o drafts agendas, programmes and concept/background papers for working meetings and events on gender-related issues;
 - o prepares briefs, speeches, memoranda, letters, reports, documents, legal instruments and opinions, as appropriate;

* Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine

- provides backstopping throughout the implementation of the Council of Europe Transversal Programme for Gender Equality and the Gender Equality Strategy.
- Builds the capacities of the Council of Europe staff throughout the region*:
 - develops, organises and delivers training and workshops on gender equality and gender mainstreaming issues for the Council of Europe in the region*;
 - provides Council of Europe staff in the region* with relevant information on gender equality and gender mainstreaming on a regular basis.
- Undertakes official journeys in connection with the activities described above.

Eligibility criteria

Qualifications

- University degree in relevant field

Experience

- at least 5 years of professional experience relating to gender equality, including gender mainstreaming;
- proven experience in providing tailor-made support on gender mainstreaming issues to government authorities, intergovernmental bodies and civil society/women's rights organisations;
- extensive professional experience in the field of co-operation activities and project/programme management.

Nationality

- nationality of one of the 46 Council of Europe member States.

Employee Core Values

Council of Europe employees adhere to the values of Professionalism, Integrity and Respect.

Competencies

Essential

- Professional and technical expertise:
 - Good knowledge of the relevant Council of Europe and other international standards and policies on gender equality and gender mainstreaming;
 - Knowledge and experience in policy advice, co-operation programmes and operational aspects related to the implementation of policies and strategies in the field of gender equality, in particular gender mainstreaming;
 - Proficiency in main ICT tools.
- Teamwork and co-operation
- Influencing
- Results orientation
- Analysis and problem solving
- Initiative
- Very good knowledge of English.

Desirable

- Experience of working in an international organisation

- Experience in the field
- Planning and work organisation
- Resilience
- Relationship building
- Communication

For more information, please refer to the Competency Framework of the Council of Europe.