

<b>Position Name:</b> Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAC 008	<b>Location:</b> Kyiv	<b>Availability:</b> 08 August 2024
<b>Department/Component/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Gender Adviser reports to the Head of Mission (HoM), administratively managed by the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender equality, gender mainstreaming and Women, Peace and Security related dimensions;
- To advise on gender mainstreaming processes, promote and facilitate the integration of a gender perspective within the functioning of the Mission as well as in the analysis, planning and conduct of the Mission activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and the implementation of the UN Security Council Resolutions on Women, Peace and Security;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission operational components, advise on the promotion of gender equality and gender responsive policy among host state authorities in order to ensure that these aspects are integrated while being consistent with the Mission Implementation Plan;
- To coordinate the Mission Gender focal point network;
- To be up to date on the situation related to gender equality and the implementation of the Women, Peace and Security agenda in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures aiming at integrating a gender perspective;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the Women, Peace and Security agenda;
- To contribute to Mission reporting and information flow on gender equality related aspects;
- To support the induction training of Mission members as required;
- To contribute to keep the Mission leadership and staff up to date on the gender equality related situation and developments in the Mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the Women, Peace and Security agenda.

### **3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Analytical skills and ability to conduct gender analysis;
- Communications skills and networking skills;
- Training skills;
- Proactive in developing strategies to accomplish objectives.

### **6. Desirable Qualifications and Experience:**

- Experience in developing projects and initiatives to promote gender mainstreaming in the civilian security sector.
- Training skills;
- International experience, particularly in crisis areas with multinational and international organisations.

### **7. Desirable Knowledge, Skills and Abilities:**

- Ukrainian and/or Russian language skills.