



**Position:** Gender Manager

**Reports to:** Head of Programmes

**Direct Reports:** Gender Officer

## **Who We Are**

Uraia Trust is a leading national organization whose mission is to provide quality civic education and empower Kenyans to exercise their civic duty to realize their constitutional aspirations. Specifically, Uraia facilitates gender-responsive civic education and engagement through affirmative action for youth, minorities, marginalised groups, and persons with disabilities. Per its recently launched Strategic Framework (2021 -2025), Uraia Trust believes that if Kenya has an informed and empowered citizenry, then Kenyans will be better equipped to take personal and collective responsibility for the country's democratic transformation. This goal will be accomplished through three outcome areas: i) an effective ecosystem for continuous quality civic education and engagement ii) increased responsiveness and accountability in Kenya's public spaces iii) develop a national consensus on Utu.

## **The Position**

We are looking for a **Gender Manager** to provide overall technical and management, guidance, and oversight of Uraia's gender-based projects and programming. The Gender Manager will implement Uraia's Gender Policy; ensure that gender is mainstreamed into Uraia's programmes; build Uraia's capacity to respond to and address issues of gender integration, social inclusion, and economic empowerment; and, lead organizational learning around gender to help Uraia to adhere to its strategic priorities. In addition to strong technical knowledge and experience, the Gender Manager will be a key leader within Uraia, whose leadership style should reflect high Emotional Intelligence (EI) and their ability to lead while nurturing talent.

## **Key Responsibilities:**

### **Strategic leadership and oversight role**

- Assist the Executive Director in providing direction and strategic, cross-cutting leadership on gender across Uraia's programmes.
- Lead the implementation of Uraia's Gender Policy; design and execute effective gender-responsive interventions as needed.
- Ensure that Uraia's working environment is gender-sensitive and free from discrimination and harassment.
- Conduct gender-awareness training and refreshers for Uraia staff and Implementing Partners on how to integrate gender equality in their programmes.
- Consistently demonstrate a leadership style that reflects high emotional intelligence, nurtures talent, and reinforces the right tone at the top of the organization.

- Promote and demonstrate an ethical environment, in line with Uraia’s values of professionalism, integrity, equality, equity, teamwork, and non-partisanship.

### **Programme Design and Proposal Development**

- Coordinate proposals and the development process for gender-based concept notes and proposals.
- Collaborate with grants and other programmatic colleagues to ensure that partner proposals, agreements, and work plans reflect gender mainstreaming and social inclusion.
- Research on relevant funding opportunities.
- Provide day-to-day support and advice on gender issues relating to current grants and planned proposals to Uraia staff.

### **Sub-grant management**

- Conduct due diligence and vetting of potential sub-award partners using the relevant policies and procedures.
- Review sub-grants for compliance with development partner rules and regulations.
- Provide feedback and request clarifications on sub-grant documents that have been submitted for approval.
- Maintain a master file on sub-grants on hard copy and in the shared drive.
- Oversee all internal, external, and sub-grantee reporting with grants, programmes, and finance colleagues, ensuring high-quality, well-written, and timely reports meeting development partner and Uraia requirements.

### **Grants Management & Compliance**

- Manage the relationship with development partners who are funding gender-based projects.
- Work closely with programme managers/coordinators and the operations teams on all gender-related activities.
- Maintain the gender report tracking system to ensure all gender files are organized and well managed for planning and preparation of development partner reports and project monitoring.
- Manage all reporting deadlines, develop calendars for report development, and coordinate report compilation and review.
- Ensure that development partner reports are well-written, accurate, complete, and submitted on time.

### **Monitoring, Learning, Reporting & Documentation**

- Monitor, assess, and report on the implementation of Uraia’s Gender Policy to ensure compliance in all programming, training, and planning.
- Work with M & E colleagues to develop, apply and monitor gender-responsive indicators to measure gender-related impact and outcomes.
- Review and assess the effectiveness of gender mainstreaming on Uraia’s programmes, policies, and activities through reports, field visits, and surveys.

- Identify best practices and successful learning related to gender, social inclusion, and economic empowerment within Uraia projects for showcasing in communication and knowledge products.
- Manage all internal and external reporting, ensuring high-quality, well-written, and timely reports meeting development partner and Uraia requirements, with support from relevant colleagues.
- Oversee development and maintenance of head office and field reporting systems and processes related to gender integration.
- Maintaining master files on grants in hard copy and other required formats. Monitoring paperwork connected with gender-based programmes.

### **Communication**

- Liaise with development partners regarding gender-based projects.
- Maintain excellent relationships internally within Uraia and with all Uraia's Implementing and Development partners as well as local authorities.
- Ensure that draft reports disseminated for review and feedback by the senior management team, relevant technical advisers, and Uraia staff are of high quality and compliant before submission to the development partner.
- Prepare and update country programme and specific sectoral information sheets, provide relevant information as necessary for dissemination to development partners and other stakeholders.
- Facilitate partnership-building and networking with other civil society organisations and women's rights organisations to share gender-related information and best practices.
- Ensure the integration of gender-sensitive content into all Uraia communication and knowledge products.

### **Human Resource**

- Build the capacity of Uraia staff to identify and act on opportunities for gender mainstreaming, social inclusion, and economic empowerment across programme management and implementation
- Orient relevant staff of all departments to development requirements and work closely with all Uraia departments and field units to comply with Kenya's constitutional provisions on gender and social inclusion, development partner requirements on gender, and UN SDG 5.
- Undertake other tasks as required by the immediate supervisor.

### **Qualifications**

- A Master's Degree in a relevant subject area such as Gender, International Development, Public Health, or Sociology.
- At least three years of management experience.
- 5-7 years of I/NGO field experience in a similar position; designing, delivering, and managing gender integration strategies and mainstreaming gender within projects, programmes, and organisations.
- Excellent written and spoken English.

- Excellent organisational skills, ability to determine priorities, and attention to detail.
- Ability to work in a multicultural context as a flexible and respectful team player.
- Ability to share knowledge with colleagues.
- Willingness to travel to the field as and when needed.
- Good knowledge of Word, Excel, Outlook, etc. required.
- Work in a multi-sectoral/multicultural team with multiple stakeholders (government authorities, beneficiaries, implementing partners, programme staff, development partners) - patience, cultural sensitivity, and application of contextual understanding in day-to-day work.
- Ability to work with tight deadlines for report writing/information needs.
- High emotional intelligence, people management, and interpersonal skills.

#### **Additional Skills**

- Planning and coordination skills
- Excellent presentation, oral and written communication skills
- Quality orientation abilities

#### **Personal Qualities**

- Self-motivated
- Enthusiastic and passionate about their work
- Eager to learn and put skills into action
- Team Player
- Responsive

The engagement for this position will be for an initial contract of three years that is renewable subject to performance and availability of funding. For more details about Uraia, please see the Uraia Trust website [www.uraia.or.ke](http://www.uraia.or.ke). Any form of canvassing shall lead to automatic disqualification.

If you believe your career objectives match this exciting position, please forward your application letter and detailed CV, expected salary, contact details, and quoting reference number **UT/2021/29/10** with the subject being Application for Gender Manager by close of business on 29<sup>th</sup> October 2021 addressed to:

**The Human Resource Unit, Uraia Trust,**

**P. O. Box 2851-00100,**

**E-Mail: [jobs@uraia.or.ke](mailto:jobs@uraia.or.ke)**