

**Position**: Gender and Inclusion Officer

**Reports to**: Manager, Gender, and Inclusion

**Direct Reports**: Gender Intern

# Who We Are

Uraia Trust is a leading national organization which works to provide quality, gender-responsive civic education and empower Kenyans to exercise their civic duty in order to realize their constitutional aspirations. 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

The Gender and Inclusion Officer plays a critical role by ensuring effective and efficient execution of Uraia’s gender-based programmes. This will involve day to day management and capacity-building of Implementing Partners. The Gender and Inclusion Officer will also support Gender Equity and Social Inclusion (GESI) analysis, legal analysis, advocacy, and strategy development within Uraia and its partner.

# Key Responsibilities:

* Support the management of Women’s Rights Organizations (WROs) as Implementing Partners for Uraia’s gender-focused programmes, including capacity assessment of the WROs and follow-up activities.
* Support the mainstreaming of GESI approaches in all Uraia programmes.
* Participate in the development and implementation of the Programmes teamwork plan.
* Support the day-to-day implementation and management of programmes, policies, and processes.

# Gender-based Programmes

* + Day to day coordination and management of the Women’s Voice and Leadership, and other gender-based project activities in liaison with the Women Rights Organizations, principal and funding partners and the project implementation team.
	+ Provide technical support to the WROs on project related capacity gaps.
	+ Participate in Principal partner related technical meetings for shaping the WVL and other gender-based projects.
	+ Provide support and participation in the recruitment process of Women Rights Organizations (WROs) as Implementing Partners for gender-based programmes.
	+ Participate in the development of calls for proposals documents for the WROs.
	+ Monitor the submission of call for proposals by the WROS.
	+ Participate in the due diligence processes for the WROs.
	+ Participate in the development of WROS capacity Strengthening Plans and Budgets.
	+ Provide support in the development and implementation of Institutional strengthening frameworks of the Women Rights Organizations.
	+ Conduct capacity building Trainings for the WROs.
	+ Review the institutional Strengthening frameworks for the WROs.
	+ Review WRO partner reports and harvest results per the output indicators and programme targets.
	+ Develop WROs MEAL reports and donor reports.
	+ Support in monitoring the implementation by WROs and documenting success stories, challenges and lessons learned.
	+ Support with the development of partnership with universities and research institutions.
	+ Represent Uraia at appropriate conferences and networking groups.

# Programme Support

# Support the management of the data information systems to ensure the fundraising and communication teams have the required data, information, and photographs, including the development of gender programme propositions.

# Support in the preparation of monthly and quarterly gender programme reports for submission to the Head of Programmes and/or development partners.

# Provide logistical support for gender programmes capacity development activities such as workshops, implementing partners forums etc.

# Support and manage the collection and dissemination of gender specific data, including analysis of existing data.

# Participate in the monitoring, evaluation, and activities for the WROs through field visits, FGDs, spot-checks and virtual review forums.

# Review and approval of WROs reports and costed workplans for grants disbursements.

# Preparation of WROs activity concepts and budget requests during the execution of WROs activities.

# Preparation of Participants lists for post activity reimbursements.

# Support in the review of service providers/ resource applications and development of their short- term contracts.

# Reviewing and approving any proposed WROs activity changes based on justifiable reasons.

# GESI Mainstreaming

* + Manage all gender specific data and information for Uraia and facilitate analysis of the same for use in programming.
	+ Provide technical advice to all implementing partners on GESI mainstreaming into programming.
	+ Collaborate with M & E officer to ensure impact assessments measure women, youth, PWDs, and marginalized communities.
	+ Attend to any other assigned work duties.

# Required academic and professional qualifications.

* A minimum of a bachelor’s degree preferably in Gender Studies, Sociology, Human Rights, Law, Development Studies, or any other related field.
* Additional qualifications in Project Management will be an added advantage.

# Experience

* Minimum of 1 years’ experience in implementing gender-based/social inclusion programme activities.
* Experience engaging with community/ issue-based/legal work/ advocacy groups to address social inclusion challenges.
* Demonstrated work experience in democracy and governance sector will be an added advantage.

**Technical Skills**

* Additional training and qualifications on women and girl’s empowerment.
* Projects Planning and Management Skills.
* Gender analysis and mainstreaming.
* Management of project budgets.
* Training and facilitation skills.
* Reporting skills.
* Problem solving and analytical skills.
* Excellent presentation, oral and written communication skills.

# Personal Skills

* + Flexible and pro-active approach.
	+ Organized and pays attention to detail.
	+ Strong team player.
	+ Cultural sensitivity.
	+ Strong networking skills.
	+ The ability to quickly grasp new ideas and concepts.
	+ Operates by and upholds Uraia’s values.

The engagement for this position will be on a renewable contract valid up to the end of December2024. The renewal of the contract is 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 send your application letter and detailed CV, expected salary, contact details and quote UT/GIO/03/2024with the email subject being Application for Gender and Inclusion Officer by 5:00PM on 28th March 2024 addressed to:

**The Human Resource Unit,**

**Uraia Trust,**

**P. O. Box 28151-00100,**

**E-Mail:** **jobs@uraia.or.ke**

Uraia Trust encourages, promotes, and supports diversity in its work. Candidates with disabilities are encouraged to apply. **Only shortlisted candidates will be contacted.**