



Pacific Resilience and Gender Adviser

CLOSE DATE: Midnight, Monday 24 October 2016

Position Description

Pacific Resilience and Gender Adviser

Location: Vanuatu (Port Vila), Fiji (Suva), Australia (Canberra)

Position reports to: Pacific Emergency Coordinator, Humanitarian and Emergency Response Unit

Position Type: Fixed term, Full time

About CARE Australia

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We know that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We depend on support from the Australian public to carry out our work.

CARE Australia is a member of the **CARE International confederation**. We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For almost 30 years, CARE Australia has earned an international reputation for our ability to respond quickly to emergency situations in countries where CARE International operates, including Syria, Pakistan, South Sudan, Myanmar and Vanuatu. We are also renowned for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

About CARE International in the South Pacific

CARE International (CI) has been working with the people of the south Pacific since 1989, in Papua New Guinea, Vanuatu, Timor-Leste and Fiji. Key portfolio activities focus on resilience and reducing the risk posed by disasters with initiatives focused at both local community and local administrative levels. Since 2012, CARE International globally and in the Pacific has deepened its activities to empower women and girls with life skills, increase women's access to economic opportunities, and reduce gender-based violence. CI has been actively responding to the largest natural disasters in the Pacific over the past two years including Tropical Cyclone Pam in Vanuatu in 2015, Tropical Cyclone Winston in Fiji in 2016 and the significant El Nino drought event that affected Papua New Guinea, Vanuatu, Timor-Leste and other parts of the south Pacific. CI's emergency responses and recovery activities have been closely linked with government authorities and included assistance in food, non-food items and shelter with a major foundation of gender.

About the Role

The Pacific Resilience and Gender Advisor ensures the delivery of key capacity building products and training packages for CARE International's emergency recovery, gender in emergency and resilience work with partners in the Pacific, including Live and Learn and the International Federation of the Red Cross (IFRC). It ensures that the commitments made in these areas by CARE against approved funding via the DFAT Humanitarian Partnership Agreement are met. The role facilitates learning in these areas, seeking opportunities to share knowledge with other agencies as/ where appropriate. The Advisor manages strategic regional relationships with relevant stakeholders in gender and resilience and provides strategic and technical guidance to support CARE Australia/Live and Learn's Cyclone Winston existing and any new recovery activities where feasible.

When required, it also supports CI's regional engagement in the Pacific via representation with regional stakeholders, program development and provision of technical advice for CI's gender and resilience programs in Pacific Island countries.

Key Responsibilities

- Develop a Rapid Gender Analysis Training Package for Pacific Country Offices (facilitation pack; participant pack; indicators for monitoring effectiveness of training; WebEx and short-videos; plan for rolling-out training, case study) in consultation with CARE International Gender in Emergencies Advisers
- Develop a training package for CI partners in the Pacific to promote and support community-led recovery efforts post-disaster
- Provide a focal point for the IFRC Gender in Emergencies partnership and manage technical inputs in partnership with IFRC
- Work with Pacific Emergency Coordinator, CI staff and key partners in the Pacific to identify and deliver support on capacity building priorities and opportunities with a focus on gender and resilience
- Provide guidance to CI staff and key partners (e.g. Live and learn) to harvest learning on resilience and recovery programs in the Pacific, coordinating delivery of high quality learning outputs for internal and external use and ensuring a consistent focus on gender equality
- Ensure CI's Country Offices in the Pacific and partners (e.g. CI Vanuatu, CI PNG) are kept well informed about latest policy developments relating to gender, recovery and resilience programming.

Additional responsibilities as required

- Provide strategic and technical advice to Pacific program and project managers and staff to ensure disaster risk reduction, climate change adaptation and resilience projects and programs across CI's Country Offices in the Pacific and partners deliver high quality gender equality and resilience outcomes
- Lead development of a framework for CI's resilience and recovery work in the Pacific, ensuring this builds on existing practice and integrates with gender equality.

- When required, represent CARE in relevant regional fora in the Pacific to advance CI's Pacific regional engagement priorities including advocacy on gender and resilience, information sharing, coordination and relationship development and donor engagement.

Selection Criteria

Please provide a short statement against the following criteria:

- Post graduate qualifications in international development, gender, DRR or a relevant field and/or graduate qualifications combined with at least 3 years of field experience
- Extensive technical knowledge and experience in the implementation of transformative gender approaches and of resilience, risk reduction and recovery programs
- Demonstrated experience in managing strategic regional relationship with stakeholders.
- Demonstrated experience in providing strategic and technical guidance to support disaster recovery activities.
- Demonstrated experience in developing and writing training materials in humanitarian context
- Demonstrated experience in capacity building, training and skills-transfer to local organisations
- Excellent communication skills (both written and spoken) in English language, including report writing
- Demonstrated ability to manage competing priorities and to organise and manage workload to meet deadlines
- Demonstrated ability to respond effectively to challenges, to work effectively in a small, diverse and geographically dispersed team environment with minimal supervision
- Knowledge of the development issues and actors in the Pacific is desirable
- Experience in program design, development and implementation is desirable.

CARE Australia Terms and Conditions

Employment Type:	Fixed Term, Full time
Position Title:	Pacific Resilience and Gender Adviser
Location:	Vanuatu (Port Vila), Fiji (Suva), Canberra (Australia)
Duration:	12 months
Status:	Unaccompanied

The Terms and Conditions including remuneration and allowances will be negotiated with the preferred candidate and this would vary depending on where the position is located.

How to apply and additional information

To apply:

To apply for a job with CARE Australia, please review the Candidate Information Pack and complete the online application form linked to the relevant vacancy on our careers page (<http://www.care.org.au/careers>). Please ensure you attach your response to the Selection Criteria, CV and cover letter at the bottom of our application form before clicking 'Apply Now'. Once you have submitted your application you will receive an automatic confirmation of receipt.

Applications close: Midnight, Monday 24 October 2016.

Before submitting your application, please ensure you can answer 'yes' to the following:

1. Have you thoroughly reviewed the candidate information pack, including the terms and conditions for the role?
2. Have you completed the online application form?
3. Have you uploaded your CV?
4. Have you addressed the Selection Criteria and uploaded your response?
5. Is your application succinct and informative?

Questions about the role?

Please contact Stefan Knollmayer, Emergency Preparedness Coordinator on +61 39009 7118 or Stefan.knollmayer@care.org.au (please do not email applications to this address).

Child protection

CARE Australia is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE Australia reserves the right to conduct police checks and other screening procedures to ensure a child-safe environment. For more details, please read our [Child Protection Policy and Code of Conduct](#).

Gender, diversity and inclusion

CARE Australia respects and values diversity, and does not discriminate on the basis of race, gender, ethnicity, age, disability, religion or politics. We are committed to embedding gender equality, diversity and inclusion throughout our organisational practices and in the programs we deliver and this commitment is reflected in all of our processes and policies, including recruitment and selection.

Our selection decisions embody transparency and fairness from the outset of a recruitment process through to the selection decision. This is demonstrated through advertising roles as broadly as possible and basing the selection of the successful applicant on merit. We endeavour to mitigate any potential bias through our selection committee shortlisting processes by ensuring all selection committees are comprised of gender balance and independence.

To ensure all candidates can compete on an equal basis in the application and interview process, CARE will provide reasonable accommodations for assistance where requested. If you have any requirements

that need to be considered as part of your application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

The recruitment process and expected timeframes

CARE Australia appreciates the time and effort taken to apply for a position with us. We are committed to ensuring all recruitment processes are fair, efficient and transparent and we are committed to equal opportunity and diversity in the workplace. Below is some information on how our recruitment processes generally work and expected timeframes:

- All vacant positions are advertised on our website;
- Unless otherwise stated, roles are advertised for a minimum of 2 weeks;
- We aim to complete the short-listing process within 2-4 weeks following the close date of applications;
- Selection committee interviews are held for a select number of candidates either face-to-face or via the telephone, ideally within a month following application close date;
- Additional background checks may be required prior to interview such as Working with Children, Criminal History, Right to Work and Working Visas;
- Referee checking of the preferred candidates happens in the week following interviews. Referees will not be contacted without prior permission; and
- An Offer of Employment will ideally be made within a week of interviews.

If you have any requirements that need to be considered as part of this application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

Tips on how to prepare your application

Your application is the first step towards a rewarding career with CARE Australia and our first impression of you. Therefore, it is important that you give yourself the strongest opportunity to succeed right from the beginning. Our tips on applying for jobs is a helpful guide to writing your application, including responding to the selection criteria.

To improve your chances of selection we recommended that you:

- Thoroughly research CARE Australia, including our organisational goals, values, mission and vision;
- Carefully read the Position Description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications;
- Carefully read the Terms and Conditions and check whether you are eligible to apply, and that the salary and entitlements match your expectations; and
- If you wish to discuss the position, the selection process and the work environment, please phone the contact officer outlined in the candidate information pack.

To ensure your application is submitted correctly, please follow the online directions, complete all the necessary fields and provide all the relevant information. The steps are as follows:

1. Prepare your CV which clearly outlines your qualifications, contact details, career history, including your responsibilities and achievements in each of your roles, and any other relevant information.
2. Respond to the Selection Criteria which assists the Selection Committee to assess your suitability for the position. We recommend approximately half a page responses to each criteria.
3. An 'Apply Now' button can be found at the bottom of each vacancy announcement. This will take you to our online application form to complete.
4. Once you have completed the online cover form you will be prompted to upload your CV, response to the Selection Criteria and cover letter to finalise your application before clicking 'Apply Now'. Once you have submitted your application you will receive an automatic confirmation of receipt.

To ensure an informed assessment of your suitability and claims for the position is conducted it is recommended that you complete all parts in the application process.

Tips on how to prepare a CV

Your CV is one of the most useful tools in demonstrating your suitability for a role. When preparing your CV it is important to remember the following:

- Keep it simple and succinct, we recommend approximately 2-4 pages;
- List your relevant work experience in chronological order, starting from your current or most recent role;

- Do not just outline each position and employer, be sure to include your responsibilities and achievements whilst in each position;
- Ensure relevant personal information is provided such as your name, contact number, address and email address as well as any period where you might be un-contactable;
- List your qualifications, the institute in which you received them and the year;
- Outline at least 2 professional referees, their current role, contact details and their relationship with you. Friends, colleagues and associates are not suitable as referees.;
- Explain any gaps in your career (travel, having a family etc);
- Outline any relevant volunteering opportunities;
- Do not use abbreviations, slang or jargon; and
- There is no need to insert pictures or graphics, or attach any certificates or referee reports.

Tips on how to respond to selection criteria

It is important to not only rely on your CV when submitting an application. When addressing the selection criteria it is important to:

- Provide a clear and succinct statement against each selection criteria. We recommend approximately half a page for each criterion;
- Ensure you clearly understand what is meant by each criterion before preparing your response;
- Briefly outline how your skills, experience, qualities and knowledge enable you to meet the criteria and perform highly in the role, include an overview of your relevant experience, responsibilities, achievements and examples to demonstrate your suitability for the position. Your resume is a good place to look first at determining your relevant skills, experience and achievements;
- Use relevant and specific examples to support your claims, and clearly outline what your role was in the example;
- When structuring your responses you may consider utilising is the STAR model – that is:
 - Situation** – provide a brief outline of the situation or setting
 - Task** – outline what you did
 - Approach or action** – outline how you did it
 - Result** – describe the outcomes
- Be honest and factual; and
- Edit, proof and re-read several times to ensure there are no errors and that you have answered all aspects of the criterion.

Why work for us?

CARE Australia is one of Australia's largest international aid and development agencies. By working for CARE Australia, you will make a direct contribution to the ongoing fight to address global poverty. As an organisation that pursues best practice in the work we do, we seek to support our staff through offering a comprehensive package of salary and benefits to complement and enhance your work with us.

Here is a brief list of some of the benefits available to CARE Australia staff. Note that outside of Australia, some benefits may vary from country to country to take into account local needs and differences.

Workplace diversity and flexibility

As part of our business commitment to Gender Equity and Diversity, we recognise that our staff may need flexibility to manage their life outside of the office. At CARE Australia, we have a range of creative solutions that may be negotiated where possible, on a case-by-case basis, to help you balance work with life. Examples include alternative or reduced hours or job sharing arrangements.

Performance management

Our performance management framework helps you work closely with your manager to plan, manage, review and give feedback about your performance throughout the year, leading to a salary review based on your continuous improvement. Team work is part of our culture and we provide training to our staff and managers in communication and decision making skills to ensure we remain engaged with the work we do.

Leave entitlements

CARE Australia employees have access to standard annual, personal leave and additional leave in recognition of long service. We have paid Parental leave, and for staff on overseas postings we offer rest and rehabilitation leave and annual home leave in recognition of difficult working conditions.

Professional development

Our employees are amongst the best in their fields, and if an opportunity exists to help you continue to build your professional skills and prepare for future aspirations, our Professional Development opportunities will help you do just that. Ongoing staff who have been with us for longer than 12 months have the chance to apply for our Study Support scheme – helping you with reimbursements towards gaining a formal tertiary qualification.

Employee Assistance Program

Our company-paid Employee Assistance Program provides support to our staff and their immediate family members through a free counselling service where any work or personal issues can be discussed confidentially.

Please note, this represents just a small selection of the benefits available to CARE Australia staff and does not constitute a legally binding document. Entitlements and other development opportunities are often subject to a qualifying period.

Privacy Statement

Your privacy is important to CARE Australia (CARE). Please read this privacy policy carefully as it describes how we handle your personal information.

CARE is committed to protecting and securing the privacy and confidentiality of your personal information. If at any point you want to know more about our policy, or are worried about your own details, or have ideas on how we can improve our practices, do let us know via jobs@care.org.au.

Importantly, CARE is bound by the Privacy Act 1998 (Cth) (the “**Privacy Act**”) and the privacy provisions of other applicable legislation. In particular, CARE must adhere to the *Australian Privacy Principles* (“**APPs**”) in relation to collecting, holding, using, disclosing, securing and allowing access to your personal information.

We may revise this privacy policy from time to time by publishing a revised version on our website. That revised version takes effect from the time it is published.

Collection of personal information

CARE collects and uses personal information about you in relation to your application for employment of volunteer/intern engagements with CARE.

Your information is collected from you at the time you complete your application for employment or volunteer/intern engagement through our recruitment system. From time to time we may obtain personal information from third parties such as referee reports. When we do so, we will take reasonable steps to ensure that we make you aware of the collection of your information in accordance with Australian privacy law.

‘Personal information’ simply put is any information or opinion that can identify or be used to identify you.

During our recruitment process, CARE may conduct some or all of the following pre-employment screening checks:

- Confirmation of qualification/education levels;
- Confirmation of previous employment;
- Criminal history/background checks;
- Working with vulnerable children;
- Health check; and
- Reference checks.

Why does CARE Australia collect this information?

- To determine your suitability for employment or volunteer/intern engagement.
- So we can complete all necessary steps in preparing you for your employment or volunteer/intern engagement should you be successful.
- So we can contact you about your current application or future employment or volunteer/intern opportunity.

Disclosure of personal information

The information you provide us with will be disclosed to the CARE HR Branch and selection committee members directly involved with the recruitment process.

How CARE stores your personal information

Your information will be stored by our recruitment provider in the cloud on services located in Australia. We require this third party provider, through our agreements with them, to comply with our security guidelines and privacy laws.

Access to personal information outside Australia

We are an international organisation with internal information sharing between our country offices. This means that it is possible your personal information may be shared with our offices based outside Australia if selection committee members are based overseas.