

## **JOB DESCRIPTION – GENDER SPECIALIST**

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### **A. JOB DETAILS**

Job Title: Gender Specialist

Department: Project Management Unit

Reports to: Project Coordinator and indirect reporting to School Administrator

Direct Reports: N/A

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### **B. JOB SUMMARY**

The Gender Specialist will play a critical role in ensuring gender mainstreaming in all DTI programs. The scope of work of the Gender specialist shall require experience and in depth understanding of conducting gender assessments and analyses, designing approaches that address the economic, social, leadership and reproductive health issues of young women and girls. The specialist will be expected to have in depth understanding of the socio-cultural context of the DTI operational areas. The specialist will develop and oversee gender strategies, promote female empowerment, and ensure project interventions align with national and international gender equality frameworks. She/He will build capacity of project staff and relevant partners on gender inclusion related issues, tools and approaches as well as technical assistance for the delivery of a gender transformative program. The specialist will also support gender-sensitive monitoring, and engagement with stakeholders to foster an inclusive and equitable learning and working environment.

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### **C. JOB SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Strategic Gender Mainstreaming**

- Develop and implement a comprehensive gender strategy aligned with DTI's mission and the project's objectives.
- Ensure gender-sensitive planning, execution, and evaluation of all project interventions.
- Provide recommendations to improve gender integration in project activities.
- Technical & Advisory Support
- Offer technical expertise to program teams on gender equality, social inclusion, and women's empowerment.
- Identify and mitigate gender-differentiated impacts of project interventions.
- Strengthen the capacity of staff and project partners on gender-sensitive approaches.

#### **Monitoring & Evaluation**

- Develop gender-specific indicators and contribute to the project's M&E framework.
- Ensure gender-disaggregated data collection, analysis, and reporting.

- Assess program impact on female participation and recommend improvements.

### **Capacity Building & Training**

- Conduct training on gender mainstreaming for staff, students, and partners.
- Provide resources and guidance on gender-sensitive pedagogy and curriculum development.
- Promote policies and initiatives that enhance female participation and retention.
- Conduct annual team/and relevant downstream partner gender assessments, providing training and suggest action plans that offer pathways to improve practice in relation to support and promoting young women's participation in the DTI TVET program

### **Stakeholder Engagement & Advocacy**

- Serve as the key resource person for gender-related inquiries within the project.
- Collaborate with government agencies, NGOs, donors, and other stakeholders to advocate for gender-responsive policies.
- Facilitate dialogues and initiatives that promote gender equity in TVET and workforce participation.
- The job holder will be required to identify and contribute to relevant learning networks including the Mastercard Foundation's Gender and Safeguarding Community of Practice and facilitate the exchange of learnings on gender

### **Policy Development & Compliance**

- Ensure compliance with national gender policies, labor laws, and international frameworks (e.g., SDGs, ILO conventions).
- Develop and implement gender-responsive **institutional policies**.

### **General Duties**

- Document and share best practices and success stories related to gender inclusion.
- Support gender-responsive budgeting and resource allocation.
- Perform any other relevant duties as assigned.

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### **D. JOB QUALIFICATION, SPECIFICATION, AND KEY COMPETENCES**

- Bachelor's degree in Gender Studies, Development Studies, Social Sciences, or a related field (Master's degree preferred).
- Minimum five (5) years of experience in gender mainstreaming, gender and development, or women's empowerment programs.
- Proven experience in **technical assistance, training, and stakeholder engagement**.
- Strong analytical skills in gender analysis and policy development.
- Proficiency in designing gender-sensitive M&E frameworks.
- Excellent communication and advocacy skills.
- Ability to work in a multi-stakeholder environment and build partnerships.
- Knowledge of international gender frameworks (e.g., CEDAW, SDG 5, AU Agenda 2063).
- Demonstrate a high degree of honesty, professional maturity, sensitivity to different cultures and integrity that exemplify the Mastercard Foundation's and DTI's values.

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## **E. WORK GUIDE & REFERENCES**

- Institute Policies and Procedures
  - Standard Operating Procedures
  - The Labour Law 2003, Act 651
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## **F. COMMUNICATION AND INTERNAL RELATIONSHIPS**

- Employees
  - Learners
  - Technicians
  - Head, HR and Administration
  - Student Coordinator
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## **G. EXTERNAL RELATIONSHIPS**

- Suppliers of the Institute
  - Customers of the Institute
  - Government Agencies
  - Creditors
  - All other relevant stakeholders
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## **H. INFORMATION SECURITY RESPONSIBILITIES**

- Abide by the Institute's Information Security Management Systems policies and procedures
  - Safeguard the Institutes' information assets in accordance with its ISMS policies and procedures
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## **I. JOB DESCRIPTION AGREEMENT**

**Name of Staff:**

**Signature:**

**Date:**

**Name of Line Manager:**

**Signature:**

**Date:**

**Head of Human Resource & Administration:**

**Signature:**

**Date:**