



Vacancy for a Gender Coordinator

REPOA is seeking a **gender coordinator** to assist REPOA to fulfill its obligations as the secretariat to the Gender Mainstreaming Working Group - Macro Policy (GMWG-MP).

Responsibilities

This holder of this position will report to the Research Coordinator. The gender coordinator will:

- Advise the GMWG-MP on windows of opportunity to mainstream gender in MKUKUTA; and work with the GMWG-MP to effectively use these opportunities. Promote the group's effective involvement in appropriate government processes.
- Facilitate the necessary technical input to GMWG-MP and its key strategic partners involved in planning and implementing MKUKUTA.
- Coordinate and facilitate research related to gender issues.
- Guide and facilitate advocacy activities.
- Guide the GMWG-MP towards effective means of disseminating the findings of gender-based research.
- Coordinate the preparation and dissemination of the material.
- Network with stakeholders, including advocacy groups.
- Organise policy debates and promote dialogue and the participation of development stakeholders to ensure that the gender agenda is included in the processes of the Government of Tanzania and development partners.
- Organise capacity building workshops.
- Establish a database on gender related research. Ensure this database is incorporated within REPOA's library system and website.
- Ensure the integration of this programmes within REPOA's other programmes and the current strategic plan.
- Monitor and report on the group's and the secretariat's activities. Prepare other reports as required.
- Provide the administrative support necessary for implementing this programme.
- Attend to any other duties assigned by the Research Coordinator.

Required Skills, Attributes and Qualifications

The gender coordinator should meet the following minimum requirements:

- Masters in Social Sciences.
- Experience in conducting research and/or coordinating training related to gender issues will be an advantage.
- Strong programme management skills - able to meet deadlines and coordinate the work of others.

- Strong communication and interpersonal skills, good level of written and spoken English and Swahili.
- Proactive and able to work unsupervised.

An attractive remuneration package will be offered to the successful candidate.

Applications

Candidates should submit a typed application letter, detailed curriculum vitae, and the contact details of two referees to the address below. Only short-listed applicants will receive a response from REPOA.

The closing date for applications is Friday 3rd November 2006

Background to the Position: The Gender Mainstreaming Working Group - Macro Policy

The Gender Mainstreaming Working Group - Macro Policy (GMWG-MP) was formed in 1999 to support the gender related activities of the Ministry of Community Development, Gender and Children (MCDGC) and work towards including gender equality and mainstreaming in government policies and strategies. Members include representatives from the Government of Tanzania, development partners, academia, civil society and the private sector.

The group has played a pro-active role in raising gender issues in policies, strategies and guidelines included in reforms and evaluations such as PRS (Poverty Reduction Strategy) progress reports; Poverty Monitoring (PMS) and its related studies and surveys, the Public Expenditure Review (PER), and Medium Term Expenditure Framework (MTEF). In addition the group has commissioned a number of strategic studies such as the analysis of female-headed households (FHH's) in HBS, 2002; and an evaluation of gender budgeting in Tanzania.

The GMWG-MP proactively engages in mainstreaming gender into the national policies and strategies with a special focus on the MKUKUTA. This calls for effective monitoring of the MKUKUTA process and providing inputs wherever possible.

In addition the GMWG encourages and facilitates strategic gender-based research, and advocates change at all levels. This calls for the effective utilisation of findings towards influencing policies, making sure that relevant information is made accessible to a large audience and, in the process, empowering civil society and policy makers.

In order to meet these objectives the GMWG-MP appointed REPOA to provide the following services as the secretariat to the GMWG-MP:

- Advising on windows of opportunity to mainstream gender in MKUKUTA;
- Aiding GMWG-MP's engagement in MKUKUTA, and in the PMS;
- Assisting with determining the research agenda;
- Promote dialogue and disseminating the findings of gender-based research
- Making gender-based information more accessible;
- Facilitating linkages with action-oriented groups;
- Providing technical input to GMWG-MP so that it can strengthen its role and performance, and
- Providing administrative support.