



Vacancy Announcement #183/2023

Gender and Equality Advisor - Social Transformation Cluster

Contract duration: 30.10.2027

Application deadline: 04.11.2023

Duty station: Addis Ababa

On behalf of the Federal Ministry for Economic Cooperation and Development, GIZ is committed to improving the employment prospects of refugees and the host population in regions of Ethiopia. The project "Qualification and Employment Prospects for Refugees, Internally Displaced People and Host Communities in Ethiopia II" has as its objective to develop skills and provide employment opportunities for refugees, internally displaced persons, and members of host communities in Ethiopia in line with national, regional and international strategies in the context of flight and internal displacement.

Responsibilities

The advisor will be based in Addis Abeba. S/he will promote gender and equality objectives within the project.

The incumbent is responsible for:

- The further development and implementation of the gender transformative approach within the project
- The mainstreaming of a human rights-based approach within the project
- Support to project management tasks, specifically records management

Within this context, s/he fulfils the following tasks:

Further develop and support the team in implementing "Gender alliances"

- Support in setting up gender alliances between TVET colleges and companies
- Coordinate regular exchanges to further develop the approach as well as to address any challenges and bottlenecks
- Develop and steer financing and consultancy contracts relevant to the approach
- Active participation in relevant GIZ internal exchange and working groups

Mainstream a human rights-based approach within the project

- Act as a human rights focal person for the project
- Advise the project team in the development of implementation approaches through a do-no-harm lens



- Advise the M+E specialist in mainstreaming a human-rights based lens in the monitoring system
- Actively participate in relevant GIZ internal exchange and working groups

Project management

- Act as official “Records Manager” for QEP
- Develop and manage relevant TVET products for QEP
- Support the technical team in planning and organizing events and workshops
- Facilitate admin and financial procedures on behalf of the QEP II team with the Cluster Admin and Finance Team for activities in Addis Ababa.
- Perform other general tasks, such as related to documentation, communication, and administration.
- Follow-up and assist the Cluster Admin and Finance Team with the proper inventory documentation and management of QEP Addis Ababa office assets in the program.
- Any other tasks related to supporting the smooth operation of the program.

Required qualifications, competencies, and experience

Qualifications

- Minimum BA in business administration, Social work, accounting, auditing or similar area or comparable qualifications and skills
- Ability to work proactively and in a dependable, responsible manner with great attention to detail

Professional experience

- At least 3 years of professional experience in a relevant position
- Prior professional experience in the context of inclusive vocational education, especially within the public TVET system, is a strong asset
- In-depth knowledge of gender equality and/or a human rights-based approach in project implementation
- Confidential handling of data and information
- Very good working knowledge of ICT (related software, phone, fax, e-mail, the internet) and computer applications (e.g. MS Office, Excel)
- Excellent communication, organizational, and human interaction skills

Other knowledge, additional competencies

- Excellent language skills (writing, speaking, listening) in English and Amharic
- High degree of service orientation and willingness to perform an array of changing tasks in a flexible manner
- Flexibility and preparedness to perform a changing array of duties according to the needs of the programme
- Thorough knowledge of GIZ instruments and procedures is a strong advantage.



Application procedure:

Interested and qualified Female candidates shall submit their motivation letter along with their recent CV to: hreth@giz.de.

Note:

Please make sure you mention the vacancy number and position ‘Gender and Equality Advisor #182/2023’ in the subject line of your email application.

Due to the large number of applications, we categorize applications with vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted.

We encourage persons with disabilities to apply for the position. In the case of equal qualification, persons with disabilities will be given preference.

Applications from qualified women are encouraged.

“Please refer to our [brochure](#) to learn more about GIZ’s attractive benefit package.”

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