



<b>Job Title</b>	<b>Gender, Human Rights and Human Security Programme Manager</b>		
<b>Reports to</b>	Deputy Head of Mission, Embassy of Ireland, Pretoria		
<b>Embassy Team</b>	Political and Regional Team		
<b>Location</b>	Pretoria, South Africa		
<b>N° Reporting Staff</b>	None		
<b>Job Profile</b>	<p>As a member of the Political and Regional Team reporting to the Deputy Head of Mission, the Programme Manager will:</p> <ul style="list-style-type: none"> <li>• monitor and provide analysis of gender equality, human rights and human security issues and trends in South Africa and the region;</li> <li>• provide policy support to other teams within the Embassy, including the Zimbabwe Team and the Economic and Trade Team;</li> <li>• participate in Embassy public diplomacy and communication activities;</li> <li>• identify and pursue opportunities for the Embassy of Ireland to promote Ireland’s values, and in particular to support initiatives promoting gender equality, human rights and human security, in South Africa and the southern Africa region; and</li> <li>• manage related grants and partner relationships.</li> </ul>		

<b>Key Performance Areas</b>	<b>KPA detail</b>	<b>Competency Requirements</b>	<b>% time</b>
<b>1. Analysis of gender, human rights and human security issues and trends in South Africa and the southern Africa region, to inform Embassy engagement in these areas.</b>	<p>Provide advice to the Political and Regional Team and Embassy Senior Management Team on opportunities for engagement with gender, human rights and human security issues in South Africa and the southern Africa region. This will require the Programme Manager to:</p> <ul style="list-style-type: none"> <li>• Establish and maintain relationships with networks of national, regional and international stakeholders, including other Irish Embassies in the region, as well government representatives, civil society, international organisations and academics working on these issues;</li> <li>• Keep abreast of current contextual developments and sector policy debates and provide regular analysis and briefings on these issues to the Political and Regional Team;</li> <li>• Understand Ireland’s foreign and development policy priorities and positions in relation to these issues, including through participation in the Department of Foreign Affairs and Trade’s Gender Network, and relate them to the national and regional context;</li> <li>• Identify potential areas and channels for Ireland to engage with or contribute to work in these areas, including through development cooperation assistance and political engagement;</li> </ul>	<ul style="list-style-type: none"> <li>• Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing.</li> <li>• Able to work under pressure and with multi-disciplinary and multi-cultural teams</li> <li>• Networking/Influencing, developing key relationships</li> <li>• Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li> </ul>	30%



Key Performance Areas	KPA detail	Competency Requirements	% time
<b>2. Engagement in internal and external communication and coordination</b>	<p>Ensure internal coherence and consistency on the issues of gender, human rights and human security across the work of the Embassy, and promote Ireland’s values and policy priorities in South Africa and the southern Africa region through external engagement including advocacy and public diplomacy efforts. This will require the Programme Manager to:</p> <ul style="list-style-type: none"> <li>• Provide advice and support to Embassy colleagues including the Zimbabwe Team and the Economic and Trade Team on aspects of their work that relate to gender, human rights and human security issues;</li> <li>• Provide quality relevant content to the Public Diplomacy and Information Officer for use in the Embassy’s social media, website and other public communication channels;</li> <li>• Represent the Embassy in sector coordination meetings, seminars, workshops and other policy dialogues, ensuring that Embassy positions are effectively communicated;</li> <li>• Plan and deliver relevant policy dialogue and public diplomacy events.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times.</li> <li>• Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing.</li> <li>• Teamwork, to enable high performance, clear and realistic objectives, including effective and targeted communications</li> </ul>	30%
<b>3. Programme, grant and partner management, monitoring, risk management, administration and reporting</b>	<p>Ensure that the Political and Regional Team’s development cooperation budget is well managed and effectively utilised in support of interventions that are coherent with Ireland’s foreign and development policy priorities and that respond to identified needs in the areas of gender, human rights and human security in the South Africa and the southern Africa region. This will require the Programme Manager to:</p> <ul style="list-style-type: none"> <li>• Ensure that programme design and partner selection are coherent with the Embassy’s analysis of the national, regional and sectoral context, and with Ireland’s foreign and development policies;</li> <li>• Establish and maintain strong working relationships with current and potential partner organisations, including grant recipients and other stakeholders;</li> <li>• Implement in full the Department of Foreign Affairs and Trade’s grant management procedures, including monitoring and evaluation of partner performance, and participate actively in the Embassy’s Grant Management Team;</li> <li>• Report regularly to the Deputy Head of Mission and Senior Management Team on programme performance, including results and challenges, and flag any variances or issues of concern as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of results, ensuring high quality and optimal use of resources, with accurate monitoring and reporting.</li> <li>• Specialist knowledge and expertise in gender, human rights, and human security.</li> <li>• Management and team work.</li> <li>• Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li> <li>• Networking/Influencing, developing key relationships</li> </ul>	40%



<p><b>Qualifications and Skills Requirements</b></p>	<p><b>Overview: High levels of technical competency, professionalism and analytical skills are required to fulfil this role, as are strong, collaborative team player and interpersonal communication skills, along with experience of programme management.</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A first degree in a relevant discipline such as politics, economics or the humanities.</li> <li>• 5 years' relevant experience in or relating to Southern Africa.</li> <li>• Demonstrated commitment to gender equality and human rights promotion.</li> <li>• Demonstrated capacity in policy development and influencing.</li> <li>• Excellent written and oral communication skills (including computer literacy).</li> <li>• Excellent interpersonal skills and the ability to work independently (self-starter) and as part of a team.</li> <li>• Proven ability to collate and distil large amounts of information.</li> <li>• Proven programme and budget management skills.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in a relevant area such as gender or human rights.</li> <li>• Experience of working for an Embassy, international organisation, think tank or similar.</li> </ul>	
<p><b>Terms and Conditions</b></p>	<ul style="list-style-type: none"> <li>• <b>Working hours:</b> full time, or 37 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. Regular travel is required.</li> <li>• <b>Overtime:</b> Time off in lieu per agreement with line manager.</li> <li>• <b>Salary Scale:</b> SA Rand 44,520 per month (the position will be offered at the starting point on the scale).</li> <li>• <b>Benefits:</b> Medical Aid and Pension</li> <li>• <b>Primary work location:</b> Embassy of Ireland, Pretoria</li> <li>• <b>Start date: ?</b> There is a 12-month probation period, after which performance is reviewed and a fixed-term contract may be offered.</li> <li>• <b>Performance Management:</b> The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish Civil Service. Staff members agree, with their manager, goals, key tasks and targets aligned to an Annual Business Plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed professional development and training. The Gender, Human Rights and Human Security Manager agrees his/her profile with the Deputy Head of Mission.</li> </ul>	