



POSITION DESCRIPTION

TITLE **Gender Mainstreaming Specialist**

REPORTS TO **Program Director**

LOCATION **HFHV Hanoi office with possible travel to other HFHV's offices or project sites**

TERM **3 months short term consultancy**

Habitat for Humanity Vietnam's (HFHV) vision is a world where everyone has a safe and decent place to live. HFHV operates as part of an international network with a common objective of reducing poverty and eliminating substandard housing and homelessness from the world. Specifically, HFHV's objective is to ensure that enhanced shelter security through access to land tenure and safe, decent, affordable housing is incorporated within a broader program of community development which addresses a comprehensive set of development objectives.

HFHV supports both programs and projects which aim to address a range of development needs including:

- Shelter security
- Community health
- Community governance
- Economic security, and
- Education.

Working in partnership with families, communities, donors, Government, local and international non-Government organizations, HFHV is committed to transformational, sustainable community development in line with the objectives of the Millennium Development Goals.

GENDER MAINSTREAMING SPECIALIST

HFHV is looking to identify a suitably qualified **Gender Mainstreaming Specialist** to assist our program team to mainstream Gender into our everyday programming and to provide the staff with training, materials, tools and support in mainstreaming Gender.

KEY RESPONSIBILITIES:

Gender Mainstreaming Specialist will:

- Develop a detailed methodology and work plan
- Understand the situation of the project and how Gender is included currently
- Provide recommendation on how to improve the program to better mainstream Gender in it
- Design, implement and evaluate the mainstreaming plan including tools
- Prepare training and workshop for all staff and provide training tools and materials
- Provide final report with recommendations for future programming

CRITERIA:

HFHV is an equal opportunity employer and seeks to recruit and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person on the basis of race, color, religion, gender, marital status, age, national origin, physical or mental Gender, sexual orientation or characteristic protected by law.

All HFHV staff, contracts and volunteers are required to undergo a criminal record check or working with children check prior to commencing employment.

HFHA is looking for someone to join us who has:

- Previous experience in international development program support and/or management.
- Strong background in Gender programs and mainstreaming
- Experience in development programs in Vietnam
- Experience in conducting trainings and workshops
- Report writing skills
- An ability to work as a member of a team and autonomously
- Strong networking skills to build and manage diverse internal and external partnerships.
- An ability to think creatively and inspire others
- A person with an enthusiastic, positive manner who is self-motivated, proactive, and who has an empathy with the Christian ethos and values of Habitat for Humanity.

APPLYING:

The closing date: **Monday, December 15, 2014.**

Your application **must** include:

- A cover letter addressing the above mentioned criteria,
- A comprehensive CV (no more than 2 pages)
- Detailed timeline and budget proposal

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department
Habitat for Humanity Vietnam
application@habitatvietnam.org