

WOMEN AND GIRLS SAFE SPACES:

A TOOLKIT FOR ADVANCING WOMEN'S AND GIRLS'
EMPOWERMENT IN HUMANITARIAN SETTINGS





TOOL 15: JOB DESCRIPTIONS (JDS)

WHY TO USE THE JOB DESCRIPTIONS?

JDs clarify the tasks and responsibilities each staff member is assigned to, and the characteristics or competencies that each staff member should have to properly perform their tasks.

It is a tool that supports recruiters in identifying suitable candidates and recruiting them upon considering the tasks they will be assigned to.

Moreover, JDs clearly define roles and responsibilities providing staff members with a clear responsibilities' framework. They can be used by line managers to cross-check if supervisees operate in line with the employee agreement. JDs can also be used as terms of reference for each staff member, helping the team and supervisors to clearly divide roles and responsibilities.

WHEN TO USE THE JOB DESCRIPTIONS?

During the recruitment, a JD describes the roles and responsibilities of vacant posts providing information for candidates to decide whether or not to apply for that position. Recruitment and interviews carried out by line managers, recruiters or human resources focal points, are based on the roles, responsibilities and competencies described in the JDs. Usually, candidates are evaluated based on the specific role described in the JD.

JDs are created for recruitment purposes but they also establish the frame of personnel responsibilities. Therefore, they are used by staff members and supervisors over the course of the entire employment period.

HOW TO USE THE JOB DESCRIPTIONS?

JDs should be as comprehensive as possible and should include both technical, administrative and operational responsibilities. The content of a JD should be developed by technical and administrative line managers with the support of the human resources focal point.

The job descriptions (JDs) provided below are based on the example of the organogram provided in Part 4: Staffing. Job titles and tasks assigned to each staff vary according to multiple factors such as structure of the team, type of activities, size of population served, implementation approach, delivery model, capacities of organization, years of WGSS presence, strategic plan etc. Therefore, all JDs have to be tailored to the specific context. This is particularly true for WGSS that do not operate through a static and stand-alone model.

In contexts where women and girls have limited or no access to educational or job opportunities, requiring previous work experience or educational qualifications may prevent women from applying. In this case, recruitment should focus more on attitude, beliefs, personal skills and commitment toward women's empowerment. The JDs below do not include educational and professional requirements, and should be tailored to actual availability of expertise and educational background.

In societies where women do have access to education and working experience, JDs should spell out that experience working with diverse populations (including minorities and vulnerable categories of the community) is a plus or a requirement depending on the context. Moreover, JDs and vacancy announcements should include messages about minorities and vulnerable categories of the community (to be customized to the local context).

The JDs that follow are just examples – they need to be tailored to the specific role and context:

List of JDs:

1. WGSS lead
2. WGSS based activities role
3. WGSS based activities assistant role
4. Community outreach and engagement role
5. Community outreach and engagement assistant role
6. Women's (and girls') forum focal point
7. Activities specialist
8. Security Guards
9. Cleaners
10. Receptionist
11. WGSS based M&E officer

1. JOB DESCRIPTION: WGSS LEAD

Key Responsibilities: Main responsibility is to ensure a safe, relevant, inclusive and appealing delivery of activities and services. Leads work as a focal point for WGSS and plays a representative, supervisory and coordinating role. Leads are responsible for ensuring that the work of the WGSS is accountable towards the affected population, and that the WGSS team works in line with WGSS principles and objectives. Main tasks are: recruitment and supervision of WGSS staff; application of safety measures for staff and members; compliance with project proposals, budgets and work plans; liaison with supervisors of GBV team members hosted in the WGSS (since the GBV team supervisor is not usually based in the WGSS, the WGSS lead will be responsible for coordinating with GBV supervisors); oversight of procurement and logistics of the WGSS; and management of data and reporting.

Supervision:

- Supervise and provide ongoing support to the WGSS team.
- Recruit new team members and assess capacities.
- Identify and develop team and individual capacity-building strategies.
- Strengthen the capacities of the team in managing and delivering activities and services.
- Review and provide members' feedback on activities and services, tools and resources in use in the WGSS.

- Review, evaluate and produce improvement plans on performance, belief and attitude of the staff.
- Ensure that (as much as possible) staffing of WGSS represent different population groups (to tailor to the context, relevant diversities in terms of ethnicity, religion, minorities, vulnerabilities, LGBTI..)
- Ensure that staff understand and promote the consensus method, instead of majority, as applicable.

Management:

- Develop a program that prioritizes inclusion.
- Identify and put measures in place to promote women's and girls' ownership in collaboration with staff and members.
- Set up and ensure the correct functioning of feedback and consultation mechanisms.
- Support in designing program concept notes and proposals for WGSS.
- Monitor the budget of the WGSS while identifying and proposing measures for sustainability.
- Receive weekly reports from staff and compile regular program reports and data analysis.
- Administer logistics and procurement of the WGSS.
- Keep the WGSS, its activities and material relevant and, as much as possible, innovative.
- Analyze trends of GBV and develop/adjust program strategies accordingly.
- Monitor and promote the WGSS staff well-being and healthy functioning of the team.
- Discuss and find tailored mechanisms to work on staff care with WGSS team and members.
- Ensure availability and proper functioning of safe and reliable complaint mechanisms for safeguarding, SEA and program-related complaints.

Coordination:

- Take part in women's forum meeting and ensure to discuss action points with WGSS staff to inform activities
- Identify interaction points and link up GBV response, prevention and outreach programming
- Represent WGSS in coordination meetings and presentations
- Support the team in developing activity plans for the WGSS
- Identify strategic collaboration and priorities and implement them
- Align WGSS work with social cohesion strategies developed by other humanitarian sectors
- Engage and collaborate with GBV coordination mechanisms
- Promote connection between WGSS members and forums and other women's platforms and network
- Work as an advocate for women and girls' rights and needs in humanitarian forums and other relevant platform
- Collaborate with humanitarian coordination mechanisms to identify and ensure the well functioning of community feedback mechanisms

Personal requirements:

- Demonstrates sensitivity to gender equality and GBV issues.
- Demonstrates ability and commitment toward diversity and inclusion.
- Demonstrates commitment toward a healthy and supportive working environment.
- Strong communication skills, with good understanding of relevant cross-cultural issues.
- Qualitative and quantitative reporting skills.
- Strong problem-solving attitude.
- Attention to detail and ability to produce timely and high-quality work.
- High level of flexibility, responsiveness, and reliability.
- Ability to work under pressure, and time management skills.
- Strict adherence to humanitarian, Protection and GBV principles and standards, as well as organizational policies including Code of Conduct and Prevention of Sexual Exploitation and Abuse (SEA)

2. JOB DESCRIPTION: WGSS-BASED ACTIVITIES ROLE

Key Responsibilities: Main responsibility is to plan activities, supervise, implement and monitor the impact of activities taking place in the WGSS. She plays a key focal point role to develop material, plan sessions, communicate messaging, build capacities of activity facilitators, and coordinate with other humanitarian sectors to develop inter-sectoral activities and strategies. For this, she needs to constantly listen, gather and use information and feedback provided by women and girls.

Supervision:

- Supervise and provide ongoing support to activities' facilitators and activity specialists.
- Monitor, build or strengthen the capacities of activities' facilitators and specialists.
- Recruit team members.
- Collaborate with proactive members to build their capacities in planning, organizing, delivering activities.
- Review, evaluate and produce improvement plans on performance, beliefs and attitudes of the activities' facilitator and specific activities' specialist.
- Monitor and analyze data related to the progress and impact of the activities delivered and inform the program accordingly.

Management:

- Collaborate in the development of curricula, tools and other resources for activities hosted in the WGSS.
- Facilitate activities in collaboration with activities' facilitator.
- (based on assessment's findings and security recommendations) Identify strategies to ensure that activities represent and include different population groups (ethnicities, religions, minorities, vulnerabilities, LGBTI...).

- Identify, design and facilitate activities tailored to age and vulnerability type.
- Ensure activities taking place in the WGSS are relevant and, as much as possible, innovative.
- Ensure activities feedback informs both activities based inside and outside the WGSS.
- Ensure consistency between the messages delivered inside and outside the WGSS.
- Draft, in collaboration with women and girls and activities' facilitators, the WGSS work plan on a regular basis.
- Identify strategies to promote solidarity and inclusion among members.
- Meet with the outreach team to get information on trends, community dynamics, community acceptance to modify program accordingly.
- Support in the development of IEC material.
- Review and incorporate members' feedback into planning.
- Provide input for weekly and staff activity reports.
- Refer GBV survivors to specialized services (ensuring to not proactively seek for survivors).

Coordination:

- Take part in women's forum meetings and inform activities accordingly.
- Attend field-level coordination mechanisms.
- Collaborate with other stakeholders to ensure a fruitful and smooth field-level coordination.
- Identify strategic collaboration and implement activities in collaboration with other service providers.
- Coordinate activities and initiatives with other women's forum/networks/platforms.

Personal requirements:

- Sensitivity to gender equality and GBV issues.
- Interest and inclination toward women's empowerment and gender equality.
- Commitment toward diversity promotion and inclusion.
- Commitment toward a healthy and supportive working environment.
- Personal qualities: good listener, team player, flexible, network-builder, able to handle pressure well and work in cross-cultural setting.
- Communication skills, with good understanding of relevant cross-cultural and sensitive issues.
- Strict adherence to humanitarian, protection and GBV principles and standards, as well as organizational policies including Code of Conduct and Prevention of Sexual Exploitation and Abuse (SEA).

3. JOB DESCRIPTION: WGSS-BASED ACTIVITIES - ASSISTANT ROLE

(Type of activities is decided based on the strategy and workplan of the WGSS. Therefore, the JDs of this position should be adapted to the specific role. Here below, are general requirements and responsibilities).

Key Responsibilities: Main responsibility is to develop activity material and facilitate group activities ensuring they are inclusive and tailored to context, age and vulnerability type. She also monitors the impact of activities and captures feedback from women and girls. Based on strategy, schedule and target groups of the WGSS, the activities assistant role may have a focus (e.g. adolescents, curriculum-based activities).

Management:

- Facilitate group activities in the WGSS.
- Collaborate in the development of curricula, tools and other resources for WGSS activities.
- Design and implement activities tailored to age and vulnerability type.
- Identify delivery methods and languages that make activity content accessible to all members.
- Support the WGSS-based activities staff in identifying type of activities, session content as well as delivery methodology and material to keep the WGSS workplan relevant, up-to-date and innovative.
- Collaborate with one or more members to build their capacities in planning, organizing and delivering group activities.
- Identify strategies to ensure that (as much as possible) activities are tailored to the context and promote inclusion of different population groups (ethnicities, religious, minorities, vulnerabilities, LGBTI...).
- Gather women's and girls' feedback on activities, schedule and methodologies used.
- Monitor the quality and impact of activities.
- Draft the WGSS workplan on a regular basis in collaboration with the WGSS-based activities staff
- Identify and implement strategies to promote inclusion and solidarity among women and girls.
- Support IEC material development.
- Review and incorporate activity feedback received by women and girls.
- Guarantee fairness of selection criteria and access to group activities.
- Provide input for weekly and staff activity reports.

Coordination:

- Take part in women's forum meetings and inform activities accordingly.
- Collaborate with other stakeholders to ensure a fruitful and smooth field-level coordination.
- Identify strategic collaboration and implement activities in collaboration with other service providers.
- Meet with the outreach team to get information on trends, community dynamics, community acceptance, in order to modify activities and material accordingly.

Personal requirements:

- Demonstrates sensitivity to gender equality and GBV issues.
- Demonstrates ability and commitment toward diversity and inclusion.
- Commitment toward a healthy and supportive working environment.
- Personal qualities: good listener, team player, flexible, network-builder, able to handle pressure well and work in cross-cultural setting.
- Communication skills, with good understanding of relevant cross-cultural and sensitive issues.
- Strict adherence to humanitarian, protection and GBV principles and standards, as well as organizational policies including Code of Conduct and Prevention of Sexual Exploitation and Abuse (SEA).

4. JOB DESCRIPTION: COMMUNITY ENGAGEMENT AND OUTREACH ROLE

Key Responsibilities: Main responsibility is community engagement, to inform communities about WGSS programming and to increase women's and girls' access to WGSS. The outreach focal point plans, organizes and delivers information sessions with community members, leaders and stakeholders on WGSS programming and benefits. S/he collects community feedback, concerns about the WGSS and implements strategies to increase the level of acceptance from and buy-in of community members.

Supervision:

- Establish, plan and supervise community-based activities.
- Supervise and provide ongoing support to community engagement assistants (or team).
- Train, mentor, coach outreach team members based on capacity assessment and personalized capacity-building plan.
- Collaborate with proactive members to build their capacities to plan, organize and deliver outreach activities.
- Build capacities of staff and members to identify possible WGSS allies willing to get involved in outreach or to support WGSS programming in different ways.
- Train staff in conducting safety audits in collaboration with the WGSS-based team.

Implementation:

- Develop and implement context, age and vulnerability-tailored activities and outreach methodologies.
- Collaborate in the development of curricula, tools and other resources for outreach.
- Ensure consistency between the messages delivered inside and outside the WGSS.
- Ensure communities' feedback informs both activities based inside and outside the WGSS.
- Identify strategies to promote inclusion and solidarity among activity participants and staff members.
- Identify, design and implement activities tailored to age and vulnerability type.

- Identify outreach strategies to engage with women and girls who cannot access or are not aware of the WGSS.
- Adapt activities to make them context-relevant and informative for community members and for WGSS programming.
- Coordinate with religious/community/traditional leaders and key stakeholders to strengthen support and information networks.
- Raise awareness and spread information about activities, services, initiatives and benefits of WGSS to communities and stakeholders.
- Meet with the WGSS-based team to discuss GBV trends, community dynamics, community acceptance and modify program accordingly.
- Develop IEC creative material and methodologies to present WGSS activities and benefits to communities, leaders and other stakeholders.
- Conduct or participate in safety audit and write the safety audit report.
- Review safety audit report and follow up with service providers to increase safe access to WGSS.
- Collaborate with specialized social cohesion stakeholders to deal with tensions and discriminatory community dynamics.
- Link women and girls with WGSS activities and services.
- Refer GBV survivors to WGSS or to other specialized services (ensuring to not proactively seek for survivors).
- Provide input for weekly and staff activity reports.

Coordination:

- Conduct meetings with local stakeholders to increase the level of community acceptance and to strengthen relationships.
- Coordinate with other colleagues to analyze trends and information that can inform the content and the structure of activities.
- Identify strategic collaborations to channel messages and increase access to WGSS.
- Attend field-level coordination mechanisms.
- Collaborate with other stakeholders to ensure field-level coordination and proper functioning of communities' feedback mechanisms.

Personal requirements:

- Committed to rights-based and community-based approaches.
- Interest and inclination toward women's empowerment and gender equality.
- Sensitivity to gender equality and GBV issues.
- Ability and commitment toward diversity and inclusion.
- Commitment toward a healthy and supportive working environment.

- Analytical capacities to recognize community dynamics, gender roles, leadership and hierarchies.
- Personal qualities: good listener, team player, flexible, network-builder, able to handle pressure well and work in cross-cultural setting.
- Native speaker.
- Diplomatic and negotiation skills.
- Communication skills, with good understanding of relevant cross-cultural and sensitive issues.

5. JOB DESCRIPTION: OUTREACH AND COMMUNITY ENGAGEMENT - ASSISTANT ROLE

Key Responsibilities: Main responsibility is to work to increase the level of community acceptance and buy-in, to secure women's and girls' access to WGSS, to deliver group information sessions on WGSS services, activities and benefits.

Management:

- Collaborate in the development of curricula, tools and other resources for outreach activities.
- Identify strategies to ensure that (as much as possible) activity participants represent different population groups (ethnicities, religious, minorities, vulnerabilities, LGBTI...).
- Identify, design and implement activities tailored to age and vulnerability type.
- Identify possible WGSS allies and, with them, plan actions to support (and increase acceptance toward) WGSS programming.
- Ensure consistency between messages delivered inside and outside the WGSS.
- Adapt activities according to both clients' and community feedback.
- Conduct service mapping sessions, keep the documents updated and share it with WGSS colleagues.
- Coordinate with religious/community/traditional leaders and key stakeholders to strengthen support and information networks.
- Collaborate in the development of IEC material and methodologies to present WGSS activities and benefits to communities, leaders and other stakeholders.
- Conduct a safety audit in collaboration the outreach officer and relevant staff members; inform the safety audit report and follow up with service providers to improve access to WGSS.
- Collaborate with specialized social cohesion stakeholders to deal with tensions and discriminatory community dynamics.
- Link women or girls with WGSS activities and services.
- Refer GBV survivors to WGSS or to other specialized services (ensuring to not proactively seek for survivors).

Coordination:

- Conduct meetings with local stakeholders to increase the level of acceptance and to strengthen relationships.
- Coordinate with other WGSS staff to analyze trends and information to inform outreach programming.
- Facilitate activities in collaboration with other stakeholders and humanitarian practitioners (based on strategic collaborations identified by the officer and the WGSS lead).
- Meet with the WGSS team to discuss GBV trends, community dynamics, community acceptance in order to modify programming accordingly.
- Coordinate efforts to update and maintain a properly functioning community feedback mechanism.

Personal requirements:

- Committed to rights-based and community-based approaches.
- Sensitivity to gender equality and GBV issues.
- Ability and commitment toward diversity and inclusion.
- Commitment toward a healthy and supportive working environment.
- Analytical capacities to recognize community dynamics, gender roles, leadership and hierarchies.
- Personal qualities: good listener, team player, flexible, network-builder, able to handle pressure well and work in cross-cultural setting.
- Native speaker.
- Diplomatic and negotiation skills.
- Communication skills, with good understanding of relevant cross-cultural and sensitive issues.

6. JOB DESCRIPTION: WOMEN'S (OR GIRLS') FORUM FOCAL POINT

Key Responsibilities: Main responsibility is strengthening and building the coordination and decision-making capacities of forum members. She also works to ensure that staff and forum members coordinate and share feedback aimed at constantly increasing of women's and girls' empowerment and ownership of the WGSS. Main tasks include building the capacities of forum members in organizing and coordinating the forum, providing feedback, analyzing the available data, developing implementation and inclusion strategies, and proposing action to improve the quality of the space.

Responsibilities

- Facilitate (or co-facilitate) women's forum and girls' forum meetings.
- Ensure all forum members are clear about forum objectives, possibilities, schedule and methodologies as well as the level of commitment that the forum requires.
- Explain and promote the method of consensus when applicable, and facilitate discussions to reach consensus.
- Build the capacities of forum members to actively listen, coordinate, provide feedback, discuss programming, identify implementation and inclusion strategies through consensus.

- Manage the expectation of members as needed.
- Encourage women to speak out, feel comfortable in expressing opinions and promote positive changes.
- Ensure that discussions, feedback and suggestions of forum members inform programming.
- Help forum members in taking an increasing role and commitment in discussing innovative and safe implementation and inclusion strategies.
- Support women's forum members in providing feedback to improve the quality of staffing and programming.
- Support forum members in taking an active role in the WGSS (on a voluntary base) and monitor that the empowerment process of forum members is at all times safe, equitable and respectful.
- Guarantee fairness of selection criteria and access to empowering opportunities (volunteering, forum, co-facilitation...)
- Provide input for weekly and staff activity reports.

Personal requirements:

- Sensitivity to gender equality and GBV issues.
- Interest and inclination toward women's empowerment and gender equality.
- Commitment toward diversity and inclusion.
- Commitment toward a healthy and supportive working environment.
- Personal qualities: good listener, team player, flexible, network-builder, able to handle pressure well and work in cross-cultural setting.
- Communication skills, with good understanding of cross-cultural issues.
- Diplomatic skills.

7. JOB DESCRIPTION: (SPECIFIC) ACTIVITY SPECIALIST

Key Responsibilities: She oversees an activity that requires specialized knowledge to be delivered. An activities specialist can be engaged for an ad-hoc session, a set of sessions, or a curriculum-based activity. For example:

- 1.** an ad -hoc session (e.g. a nurse collaborates with the WGSS to deliver a breastfeeding session).
- 2.** a set of sessions (e.g. a midwife is engaged to deliver five sessions on sexual and reproductive health).
- 3.** a curriculum-based activity (e.g. an adolescent expert is hired to deliver "Girls Shine"; a teacher is hired to deliver writing classes to older women).

This JD and specific roles and responsibilities will depend on the activity and its structure. In the case of an ad-hoc intervention, this JD may not be useful.

Management:

- Adapt the curricula, tools and other resources to the age and characteristics of the group.
- Facilitate (insert name of activity).
- Ensure fairness and relevance of selection criteria.
- Monitor attendance. If attendance is inconsistent, discuss with participants to identify and put into practice relevant mechanisms to improve attendance.
- Gather women's and girls' feedback on activities, schedule and methodologies used.
- Co-organize and co-facilitate the activity with WGSS members.
- Identify strategies to ensure that (as much as possible) activities are tailored to the context and promote inclusion of different population groups (ethnicities, religious, minorities, vulnerabilities, LGBTI...).
- Support the outreach officer in gathering data to monitor the quality and impact of activities.
- Support the outreach officer in developing the WGSS outreach work plan.
- Identify and implement strategies to promote inclusion and solidarity among women and girls.
- Review and incorporate activity feedback received by women and girls.
- Provide input for weekly and staff activity reports.

Coordination:

- Take part in women's forum meetings and inform activities accordingly.
- Collaborate with other stakeholders to ensure a fruitful and smooth field-level coordination.
- Meet with the outreach team to get information on trends, community dynamics, community acceptance in order to update the activities and material accordingly.

8. JOB DESCRIPTION: SECURITY GUARD

Key Responsibilities: The responsibility of security guards is to contribute to the safety of WGSS' members, staff and premises by observing and reporting any suspicious activities; and preventing men and unwanted guests from accessing the WGSS. Security guards should work in line with the labor law and when 24-hour surveillance is needed, a minimum of four guards should be planned for to ensure continuous coverage (that accounts for standard work hours, weeks, leave, and absences).

- Maintain the security watch during the assigned shift.
- Conduct regular rounds and stick to security directives.
- Note and report problems including suspicious activities, behavior and maintenance concerns.
- Maintain security and visitors log.
- Prevent men and boys from accessing the WGSS unless explained otherwise.
- Respond to security problems in line with the code of conduct, security SOPs and WGSS policies.
- Participate in capacity-building activities as needed or requested.

- Monitor and ensure the provision of water and electricity.
- Perform other duties as needed or requested.

Personal requirements:

- Ability to work independently and quickly.
- Ability to ensure the highest degree of discretion.
- Responsible and attentive character.
- Familiarity with non-discrimination principle, and displays a non-judgemental attitude.
- Ability to work in a multi- cultural environment.
- Ability to create a welcoming and respectful environment.

9. JOB DESCRIPTION: CHILD CARETAKER

Key Responsibilities: Main responsibility is to take care of the children in the WGSS, and to engage them in learning and recreational activity. This role is important to contribute to a relaxed environment for members, where women and girls can feel free to talk and proactively take part in activities without worrying about their young children.

Management:

- Identify possible activities and consult with the WGSS-based activities staff person.
- Develop activities material and tools for recreational and learning activities.
- Facilitate recreational and learning activities with children in WGSS.
- Ensure the safety of children.
- Ensure children spend time in a positive and stimulating environment.

Personal requirements:

- Committed to rights-based and community-based approaches.
- Ability and commitment toward diversity and inclusion.
- Commitment toward a healthy and supportive working environment.
- Ability to ensure the highest degree of discretion.
- Responsible and attentive character.
- Native speaker.
- Demonstrates sensitivity to gender equality and GBV issues.

10. JOB DESCRIPTION: CLEANER

Key Responsibilities: Main responsibility is to keep the WGSS clean internally and externally, and contribute towards a hygienic and welcoming overall environment.

- Ensure the cleanliness of the WGSS by cleaning facilities, including sanitary facilities.
- Maintain supplies of soap and cleaning items.
- Prepare tea and coffee for the team and for WGSS members (if relevant).
- Note and report problems including suspicious activities, behavior and maintenance concerns.
- Ensure confidentiality of WGSS.
- Participate in capacity-building activities as needed or requested.
- Monitor and ensure the provision of water and electricity.
- Contribute to creating a welcoming, respectful and supportive environment.
- Perform other duties as needed or requested.

Personal requirements:

- Ability to work independently and quickly.
- Ability to ensure the highest degree of discretion.
- Familiarity of non-discrimination principle, and displays a non-judgmental attitude.
- Responsible and attentive character.
- Ability to work in a multi- cultural environment.

11. JOB DESCRIPTION: RECEPTIONIST

Key Responsibilities: Main responsibility is to welcome women and girls, provide information on activities and services, keep track of women and girls entering and exiting the WGSS, register newcomers and create a welcoming and inclusive environment for all women and girls.

- Register women and girls accessing WGSS based on WGSS recommendations.
- Keep attendance sheets and registration files updated and orderly.
- Compile and submit data collected.
- Welcome women and girls.
- Provide information about services and activities of WGSS.
- Promote a welcoming and inclusive environment.
- Support survivors in accessing case management services in a safe and confidential manner.

Personal requirements:

- Demonstrated capacities of collecting numeric data.¹
- Good quantitative reporting skills.
- Sensitivity to gender equality and GBV issues.
- Ability and commitment toward diversity and inclusion
- Commitment toward a healthy and supportive working environment.
- Interest and enthusiasm toward the work done by the WGSS.
- Ability to ensure the highest degree of discretion.
- Familiarity of non-discrimination principle, and displays a non-judgmental attitude.
- Good communication skills, with good understanding of cross-cultural issues.
- Attention to detail.
- Patience and empathy.

12. JOB DESCRIPTION: WGSS-BASED M&E FOCAL POINT

Key responsibilities: Main responsibility is to collect, track, document and analyze data gathered from different WGSS activities, services and initiatives to monitor progress and inform future programming.

Management:

- Oversee data collection.
- Handle day-to-day tracking and reporting on activities.
- Review and provide technical support on methodologies to calculate and support against the indicators.
- Develop the M&E plan in collaboration with WGSS staff.
- Review against activities, dedicated staff data collection instruments, schedules, and use of information generated.
- Perform regular analysis of data and share with WGSS staff and forum members.
- Prepare monthly report and recommendations based on the analysis of the data.
- Coordinate and join outreach or mobile team as needed.

Coordination:

- Provide technical support to WGSS staff on implementing M&E plan.
- Coordinate with staff and ensure good information flow.
- Coordinate with M&E focal point at the program/ office level

¹ In various contexts women and girls do not have access to education or job opportunities. Professional and educational requirement may discriminate women and girls during the recruitment process

Personal requirements:²

- Demonstrates sensitivity and understanding of working with vulnerable women and GBV survivors.
- Commitment toward a healthy and supportive working environment.
- Willingness to undertake regular field-visits and interact with different stakeholders.
- Understanding of GBV programming is a plus.
- Ability to ensure the highest degree of discretion.
- Familiarity of non-discrimination principle, and displays a non-judgmental attitude.
- Good communication skills, with good understanding of cross-cultural issues.
- Attention to detail.
- Patience and empathy.

² In various contexts women and girls do not have access to education or job opportunities. Professional and educational requirement may discriminate women and girls during the recruitment process