



FAIRTRADE AUSTRALIA & NEW ZEALAND

POSITION DESCRIPTION

TITLE:	Gender Liaison Officer
RESPONSIBLE TO:	Producer Support and Relations Manager
DURATION:	One year
HOURS:	40 hours per week
LOCATION:	Papua New Guinea (either Goroka or Lae)
REMUNERATION:	Based on experience of selected candidate
CLOSING DATE:	Friday 09 th February 2018

SCOPE OF ROLE

Based in Papua New Guinea, the Gender Liaison Officer will work with rural communities to increase awareness and understanding of gender equality including the economic and social value of women in agriculture.

Fairtrade ANZ currently supports eight producer organisations in Papua New Guinea which predominantly focus upon coffee and cocoa production for international export. Although women play a significant role in many aspects of both coffee and cocoa production, their roles are undervalued, they are significantly under-represented in leadership and decision-making positions within producer organisations and women do not always reap the economic benefits. The Gender Liaison Officer will work with producer organisations, communities and other stakeholders within the supply chain to:

1. Promote gender equality and women's empowerment within Fairtrade producer communities
2. Promote women's economic empowerment and their ability to access and benefit from Fairtrade income and premiums
3. Promote women's decision-making power and representation in producer communities and along the supply chain.

ANTICIPATED TASKS

1. Develop and deliver stand-alone gender training and capacity building to rural communities and in addition work closely with the PNG Liaison officer and producer support team to ensure that key gender messages are integrated into governance and other Fairtrade training when delivered in PNG.
2. Build partnerships with NGOs and other key stakeholders working to promote gender equality within supply chains in PNG and identify opportunities for collaboration
3. Design interventions to address key gender issues and inequalities within the supply chain and within producer organisations
4. Support Fairtrade producer organisations to implement policies within their own organisations which actively promote and address gender equality and women's empowerment among rural communities
5. Support Fairtrade producer organisations to consult with women and ensure women benefit from Fairtrade premium activities
6. In partnership with the PNG liaison officer, provide information and advocacy to male community leaders about the case for greater leadership and participation of women.
7. With support from Fairtrade producer organisations identify female leaders within each community to mentor and upskill into positions of decision making power and representation within the organisation.

DELIVERABLES

1. Based upon existing resources, design gender equality training modules targeted at producer stakeholders.
2. Deliver ongoing training and support on gender equality to Fairtrade certified and pre-applicant producer organisations as guided by the line manager.
3. Design, implement and monitor interventions to address key gender issues and inequalities within the supply chain and within producer organisations
4. Develop a base line for the implementation, monitoring and evaluation of gender equality activities led by Fairtrade ANZ in PNG.

REPORTING

A Gender Officer's reports will include:

1. Monthly completed activities
2. As required, expense report and invoice for service provided
3. Other reporting tools as necessary

COMPETENCIES

A successful candidate will:

- Demonstrate commitment to Fairtrade's mission, vision and values;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Have strong gender analysis and analytical skills applied to project support and review;
- Have the ability to organise work and collaborate effectively with a wide range of teams, and work with individuals of different national and cultural backgrounds;
- Demonstrate expertise and practical experience with implementing gender mainstreaming activities and gender focused projects;
- Demonstrate expertise in gender training within a community context;
- Be competent in the use of Microsoft office computer programs;
- Have strong and efficient report writing skills;
- Demonstrate excellent communication skills.

QUALIFICATIONS:

Education:

- University degree in international development studies, management, economics or sustainable studies;

Work Experience:

- Minimum of 5 years of professional experience in the design and delivery of gender policies, strategies and programmes in the Pacific;
- Minimum of 5 years of professional experience in stakeholder communication, including, but not limited to, development agencies, governmental organisations and non-governmental organisations;
- Experience in the design and implementation of social and economic development projects targeting rural communities in the Pacific;
- Demonstrated experience developing and delivering participatory gender training;
- Well-developed understanding of key gender issues in agricultural supply chains;
- Proven experience in budget and financial management of projects;
- A sound understanding of key gender policies and issues in PNG as well as prior experience implementing gender mainstreaming activities in PNG is highly desirable.

Languages:

- Must have fluency in spoken and written English and Tok Pisin

The successful candidate will be required to travel frequently to remote parts of PNG as part of the role. The Gender Liaison Officer will also be required to have the legal right to work in Papua New Guinea.

Please submit a cover letter and resume to psr@fairtrade.org.nz by Thursday 8th February 2018