

Junior Expert (JE) Job description

Function Code

UGA.2312

I. DESCRIPTIVE PART OF THE JOB

Application date	30th May 2023
Job title	Junior Expert Communication on Gender and Inclusion <i>(ex : digitalisation, Gender, etc.)</i>
Junior Expert	<i>To check the box, double click on the right, choose properties. Select 'checkbox enabled by default' and validate with OK.</i> <input checked="" type="checkbox"/> European <input type="checkbox"/> National
Main job domain (sector of activity)	<i>(ex: justice, agriculture, etc.)</i> Country Portfolio Uganda 2023 - 2027
Job holder (name of JE) <i>(to be filled in after the selection of JE)</i>	
Job holder's (JE's) Signature + date <i>(to be filled in after the selection of JE)</i>	

General information

Enabel or NGA Project/programme	<input checked="" type="checkbox"/> Enabel	If Enabel : Navision code	UGA21003
	<input type="checkbox"/> NGA	If NGA : NGA name	
Full denomination of the project/programme	The Junior Expert will support the implementation of the entire Country Portfolio in Uganda. And is supervised by the Gender and inclusion expert which is a transversal role and based at Representation.		
Project/programme 's location	Rwenzori /Albertine, West Nile, Busoga and central Regions		
Duty station of supervisor	Représentation- Kampala	Duty station of JE	Representation- Kampala
JE will be assigned to	<input checked="" type="checkbox"/> Project/programme		<input checked="" type="checkbox"/> Representation (Enabel)/Country Office (NGA)
Project duration (dd/mm/yy)	Start date :	30 June 2022	Expected starting date for the job (dd/mm/yy): 15 February 2024
	End date :	30 June 2027	
Requested JE contract duration	<input type="checkbox"/> 1 year		<input checked="" type="checkbox"/> 1 year with possible extension

<p>1. Context of project 2. Objectives of project 3. Beneficiaries of project 4. Main activities of project</p>	<p>1. The Country Portfolio includes the bilateral Portfolio between Belgium and Uganda for the period 2023 to 2027 and is complemented by other ongoing interventions, supported by Belgium (Decent work and Social Protection, Study and Expertise Fund...) and other donors (EU, USAID, ...).</p> <p>The Country portfolio is to be implemented through a programme approach aimed at multiply impact through concerted efforts and is guided by the Human rights Based approach and will ensure mainstreaming of key crosscutting elements including, gender and Inclusion, innovation and digitalization, decent work and climate change.</p> <p>The Portfolio shall be implemented by Enabel in partnership with government entities mainly Ministry of Education, Ministry of Agriculture, Ministry of Health and Ministry of Gender Labour and social development among others.</p> <p>2. The objective of the Country Portfolio is “Young people and women in Uganda develop into active, economically independent citizens in a sustainable society that respects human rights and ensures quality basic services”.</p> <p>3. The Portfolio aims to reach young people and women in Uganda, targeting most marginalized groups including refugees, women, youth, people with disabilities among others of which 70% of the direct beneficiaries are meant to be women and girls. The portfolio will as well benefit duty bearers including government actors at both national and district level, as well as moral duty bearers.</p> <p>4. The Portfolio has two pillars and each has specific objectives as detailed here;</p> <p>1. Young people, especially young women, acquire skills and find decent jobs or entrepreneurship opportunities in agriculture and the green and sustainable economy.”</p> <ul style="list-style-type: none"> • “Young people, at least half of whom are women, have access to high-quality skills development that offers the prospect of decent and green jobs.” • “Trained young people, at least half of whom are women, are guided and supported to find decent and green jobs or to start a successful business”. <p>2: “The right to safe and quality education and health care is more transparently ensured, in particular for vulnerable groups including children, girls and women, and refugees.”</p> <ul style="list-style-type: none"> • “Adolescents –in particular girls and refugees – are accessing and completing four years of quality lower secondary education” • “Child and maternal mortality decreases, and SRHR are better ensured, through the training of non-university health personnel and improved capacity of the meso- structure of health centres and hospitals”. • “The capacities of local authorities and communities are enhanced to improve the management and administration of social services in a participatory, inclusive and transparent manner” <p>The portfolio aims to reach more women and girls as well as other marginalized groups hence a huge demand on understanding how Gender and inclusion can be mainstreamed in the course of planning, implementation, monitoring of projects. The communication on gender and inclusion junior expert will therefore support to develop gender and inclusion behavioral change materials, conduct ToT trainings for staff and partners on the application of materials.</p> <p>In addition, the Junior expert will support facilitate awareness dialogues sessions with enabel staff on the topics of gender and inclusion on a bi monthly basis. The Junior expert is expected to network and build gender and inclusion alliances with Enabel and externally.</p>
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Position of the JE within the organisation	
<i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i>	
Supervisor's name, job title & background (N+1)	Janepher TAAKA, Gender and Inclusion Expert Over 15 years of programme delivery in the field of gender and social inclusion. Specifically supporting gender mainstreaming in multisectoral programmes in the great lakes' region for government and civil society organizations.
Resource person(s) for technical support's name, job title & background	The JE will be supported technically by the supervisor. The JE will further gain support from other Enabel staff (national and international staff) and especially the communication and digitalization staff within the portfolio.
For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.	
For NGA JE: name & job title of the contact person from NGA headquarters that will assure the follow-up	

JE – Job description	
Job objective	
<i>Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i>	
<p>In collaboration with the Gender and Inclusion expert at Enabel Uganda, the Junior Expert will have an active role in supporting the portfolio contextualize gender and inclusion materials, conduct Trainings, document, and popularize, gender and inclusion topics to the understanding and use of Enabel staff, partners and the portfolio intended beneficiaries (young persons, women, refugees and indirect beneficiaries including government actors).</p> <p>The Junior expert will ensure gender and inclusion topics are known and are a household statements among Enabel staff and Partners, by building partnerships both internally within Enabel and externally and thus influencing programing and organizational behavior.</p> <p>Enabel aims to ensure a gender and inclusive approach to realize the country portfolio objectives, which targets to leave no one behind. Enabel objectives are hence aligned to the SDG development goals and Uganda's National Development Plan III that aims to improve the country gender index by specifically dealing with gender-based discrimination pervasive In the Ugandan context.</p> <p>"Leaving no one behind" is set as an overarching objective by international cooperation to achieve the 2030 Agenda and the SDGs. Enabel maximizes efforts for development that leaves no one behind. It thus integrates, the rights-based approach and the gender inclusion dimension in all programmes.</p> <p>Inclusion and Gender are spearheaded by the Belgian development agency in its Strategy 2030, and Gender Action Plan.</p> <p>Gender is also an area of focus in 2023 for Enabel in Uganda, as stated in the country action plan and country Portfolio.</p> <p>Enabel Uganda therefore aims to drive a gender and inclusive approach in programmes right from design to reporting and for this to happen Enabel will ensure a gender inclusive organizational culture.</p> <p>Therefore, the JE position is critical in the realization of the desired change at Enabel and in the programming approach.</p> <p>Enabel Uganda has embarked on the development of an exciting gender and inclusion plan to address inclusion and gender gaps within the organization and within the programme. Massive mind set campaigns, trainings and action researches on gender mainstreaming will be undertaken.</p> <p>It is an exciting opportunity for the incumbent as they shall be involved in the development, design and application of the materials in the Enabel and Ugandan context.</p>	

Result area n°1		Time in % :30%
JE's role	Develop and implement Gender and Inclusion training plan for Enabel staff	
JE's responsibility	To support development and management of Gender and Inclusion training materials for use within Enabel for Enabel staff.	
In order to...	In order to increase the understanding of gender and inclusion and therefore increase gender and inclusion mainstreaming in programmes so that they are inclusive. As well as make Enabel work environment inclusive.	
Most important tasks	<ul style="list-style-type: none"> ▪ Develop an online course on Gender and Inclusion. ▪ Develop and Package gender/inclusion materials for easy use by Enabel staff. ▪ Conduct 2-4 gender and inclusion Training of Trainers (TOT) training for Enabel staff. ▪ Conduct bi-monthly dialogues on gender and inclusion for Enabel staff. ▪ Contribute to gender and inclusion information management (for example on the knowledge management board). 	
Expected outputs	<ul style="list-style-type: none"> ▪ Online Gender and Inclusion course developed ▪ Gender and inclusion Materials developed ▪ 2 -4 gender and inclusion TOT trainings for Enabel staff conducted ▪ 6 or more Bi-monthly dialogues on gender and inclusion topics held. ▪ Gender and Inclusion information posted on the Knowledge Management board on quarterly basis 	

Result area n°2		Time in % : 25%
JE's role	Develop and Implement Gender and Inclusion training plan for partners and train partners staff to roll them out.	
JE's responsibility	To steer capacity development for partners on gender and Inclusion subject so that they on their own can facilitate gender and inclusion in their day-to-day actions.	
In order to ...	In order for Enabel partners to mainstream gender and inclusion in all their actions and hence leaving no one behind	
Most important tasks	<ul style="list-style-type: none"> ▪ Support development of gender/inclusion training materials for partners use. ▪ Conduct 2 gender and inclusion training TOTs for Partners. ▪ Follow up and support implementation of partner training action plans. ▪ Organize events which offer opportunities for Partners to turn learning into practice (e.g., awareness raising posters challenge.) 	
Expected outputs	<ul style="list-style-type: none"> ▪ Training materials on gender and inclusion developed. ▪ Two TOT trainings are conducted for partners. ▪ Concrete follow up and support plans are in place. ▪ At least one partner is supported on quarterly basis to implement their action plans. ▪ 2-3 events for learning of partners are conducted. 	

Result area n°3		Time in %: 20%
JE's role	Develop Gender and Inclusion Communication materials	
JE's responsibility	To contribute to enhanced gender and inclusion understanding among staff at Enabel and eventually contributing to inclusive respectful work environment at Enabel and Inclusive programmes.	
In order to ...	In order for Enabel staff and partners to get comfortable to use the Materials within their actions and hence increase inclusion	
Most important tasks	<ul style="list-style-type: none"> ▪ Develop innovative engagement /sensitization strategy plan suitable to target audiences within Enabel. ▪ Review and develop sensitization and behavioral change material ▪ Disseminate operational gender and inclusion sensitization information whenever possible for example during town halls, programme meetings, etc. ▪ Set up online and physical platforms for routine information sharing ▪ Document key lessons. 	
Expected outputs	<ul style="list-style-type: none"> ▪ Creative engagement/sensitization plan ▪ Materials reviewed and developed ▪ Online and physical workplace talk platforms on gender and inclusion setup. ▪ Dialogues facilitated and held. 	

Result area n°4		Time in % : 20%
JE's role	Network outside Enabel	
JE's responsibility	Support to ensure that Gender and Inclusion is recognized among Enabel staff and Partners.	
In order to ...	Enabel is recognized among stakeholders as a core actor on gender and inclusion in the core sectors of Education, Health, Agriculture, Hospitality etc.	
Most important tasks	<ul style="list-style-type: none"> ▪ Contribute to the organization of key gender days/events for example 16 days of activism, International Women's Day (IWD) in collaboration with Enabel and partner staff. ▪ Identify best practices at Enabel in the field of gender and inclusion and have them documented. ▪ Disseminate good practices collected in a systematized process to internal and external audiences (blog, facebook posts, inspiring stories of change...) ▪ Develop alliances with all interesting or needed stakeholders to advocate for changes. 	
Expected outputs	<ul style="list-style-type: none"> ▪ Participated in at 2-4 gender and inclusion meetings externally organized. ▪ Colorful events of IWD and 16 days of activism held in 2024. ▪ Documentation of 2 Best practices for gender and inclusion mainstreaming with Enabel and with the partners. 	

ATTENTION, next to his/her tasks related to the project activities, the Junior Expert will also have to carry out several tasks, common to all Junior Experts, for the Junior Programme:

Result area n°6		Time in % :	5%
JE's role	As a Junior Expert, Ambassador for Global Citizenship		
JE's responsibility	In consultation with the Junior Programme, take initiatives and/or respond to requests for global citizenship actions		
In order to ...	raise awareness of global citizenship among the Belgian population		
Most important tasks	<ul style="list-style-type: none"> ▪ Own initiative to make certain aspects of global citizenship known to the Belgian public (podcast, video, action, event...) ▪ Support to an already existing initiative in the field of global citizenship (eg of Enabel, a Belgian or local NGO,) ▪ Any other global citizenship activity requested or approved by the Junior Programme. 		
Expected outputs	<ul style="list-style-type: none"> ▪ 1 global citizenship initiative finalised and/or supported per year ▪ Possibly other individual awareness-raising activities (eg. photo exhibition, video, educational kit, games, testimonies, ...) 		

Besides these tasks mentioned above in the result areas, we can ask the JE, depending on the needs of the Junior Programme, to accomplish any other tasks that might be considered necessary for the correct functioning of the programme and that are in line with his/her profile.

JE's contribution to the Junior Programme priorities	
Innovation	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g : action research, testing & roll-out of new technologies, etc.</i>	
JE's role	As an Innovator
JE's responsibility	Get creative in ways of documenting and sharing Knowledge
In order to ...	To ensure Under standing and main streaming gender and inclusion in Daily actions of Enabel and Partner staff.

Most important tasks	<p>Links to Result Area No 3 majorly as well as relevant to 1 and 2 result areas.</p> <ul style="list-style-type: none"> ▪ Remain informed of recent interesting evolutions in the specific area of expertise (app for support services, call centers, ...) to remain innovative and creative in achieving the expected change ▪ Document the key resources for the programme ▪ Introduce new technologies and methods in documentation and information sharing
Expected outputs	<ul style="list-style-type: none"> ▪ Innovative approaches piloted. ▪ Knowledge generated is shared in innovative ways

Capacity building	
<i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a young local professional?</i>	
JE's role	<ul style="list-style-type: none"> ▪ . As capacity Builder, same as Result Area 1, 2 and 3 above
JE's responsibility	
In order to ...	
Most important tasks	<ul style="list-style-type: none"> ▪ As capacity Builder, same as Result Area 1, 2 and 3 above
Expected outputs	

Requested profile			
Required training/degree for the job <i>> Remark : will be eliminatory on CV for the candidates. Be complete & specific, please.</i>	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input type="checkbox"/> Law/Criminology	<input checked="" type="checkbox"/> Political sciences/ International relations/ Diplomacy <input checked="" type="checkbox"/> Sociology/ Anthropology/ Social work <input checked="" type="checkbox"/> Psychology <input checked="" type="checkbox"/> History/Philosophy /Art/Religion <input checked="" type="checkbox"/> Educational sciences <input checked="" type="checkbox"/> Human resources / Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input checked="" type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input type="checkbox"/> Public health <input checked="" type="checkbox"/> Development studies <input type="checkbox"/> All profiles <input checked="" type="checkbox"/> Others and/or details (if needed) : ... Gender or Inclusion
Necessary specific knowledge for the job <i>> Remark : will be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> • Certificate or degree in Gender or Inclusion OR professional experience in one of these fields (min. 6 months) • Professional experience in development and implementation of webbased training applications (min. 3 months) 		
Language skills <i>> Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.</i>	Languages	Knowledge	Comments
	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Fluent (written and oral)
	French	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic Knowledge (level A2)
	Dutch	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic Knowledge (level A2)

Preferred assets for the job <i>> Remark : will <u>not</u> be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> • Creative thinking: bringing new ideas to the table that will be of an added value for the project and recognizing opportunities related to your area of expertise • Good skills in material development and communication. • Information packaging and a good communicator • Good relational skills and a team player. • Pro-activity: taking initiatives and responsibility at the same time • Communication: expressing ideas and opinions in a clear and structured manner • Patience, cooperation and collaboration skills: teamwork is highly valued in our team, especially in relation to our implementing partners/stakeholders 			
Driver's licence for motorcycle & car	Motorcycle	<input type="checkbox"/> Essential	Car	<input type="checkbox"/> Essential
		<input type="checkbox"/> Preferable		
Country context information				
Living conditions				
Capital / rural area	Kampala (capital), with frequent travels to rural areas (Jinja Kamuli, Rwenzori/Albertine, and West Nile).			
Security context	Kampala (and Uganda in general) is a safe place to live and travel. Nevertheless, some basic precautions are to be taken into account: avoid walking alone at night, keep an eye on IT equipment and expensive things, be mindful when attending bigger events. In Kampala, you may move around on a public motorcycle: there are very many motorcycles in town – you just hop on and off whenever and wherever. That said, traffic in Kampala can be very busy and chaotic, so bring a good motorcycle helmet from Belgium.			
Access to services	In Kampala, you will have access to all services: medical facilities, internet, telephone... In rural areas, it can be more challenging to have access to them but relatively available in major towns where Enabel field level offices are located.			
Isolation / social life	In Kampala you will find a vibrant social atmosphere. There are many sports (football, fitness, swimming, running ...) and social (bars, restaurants, libraries, cinema ...) and other activities to do in your spare time, and much cheaper than in Belgium. As Uganda is a safe country to travel in, it is quite easy to go for weekends or on holidays within Uganda (wildlife, hiking/trekking, relaxing, markets ...). In the more rural areas, there are less social activities and everything is more oriented towards discovering the local communities and relating with local staff			
Location suited for families (with children)			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Other useful observations?	In Kampala, accommodation is easy to find. You have several network groups on facebook that will help you find a place to stay. If you are moving alone to Uganda, the best option is to co-house with others (more affordable, social life).			
Work context & conditions				
Work location	Kampala with frequent travels up country			
Field exposure? <i>(Direct contact with beneficiaries & local reality, frequency field missions,...)</i>	There is a lot of field exposure: direct contact with the programme beneficiaries (Young persons, women, implementing partner staff and Enabel staff). The local reality differs from Kampala to rural areas, frequent field missions will enable you to have a link with what is happening on the field. Two to Three field mission per quarter is on average foreseen.			
Accessibility of the supervisor	Kampala and same office as supervisor			
Teamwork / isolated work	Team work			
What transport arrangements will the project consider in order to insure the JE's professional travels/journeys?	<input type="checkbox"/> Motorcycle from the project at disposal of the JE <input checked="" type="checkbox"/> Borrow a car belonging to the project/programme when required <input type="checkbox"/> Local transport? What? : <input type="checkbox"/> Other, please specify :			
What transport arrangements will the JE consider in order to ensure his/her private travels/journeys?	<input checked="" type="checkbox"/> Motorcycle <input checked="" type="checkbox"/> Car <input checked="" type="checkbox"/> Local transport? What? : Car and Motorcycles depending on distances involved <input type="checkbox"/> Other, please specify: rental car			
Other useful observations?	Kampala is quite safe; it is important to note that Uganda adopted in June 2023 an Anti-Homosexuality Law. One may encounter anti LGBTI attitudes and behaviors.			