

# WE ARE HIRING

## GENDER SPECIALIST

### Semarang Based

#### About Yayasan CARE Peduli (YCP)

Yayasan CARE Peduli (CARE Indonesia) is a humanitarian organization focused on disaster risk management, climate change adaptation and mitigation, biodiversity and environmental pollution, gender equality, and inclusion. CARE Indonesia is committed to overcoming poverty and creating social justice.

CARE Indonesia envisions a world filled with hope, cleanliness, inclusion, and social justice, where poverty is overcome, development is sustainable, and everyone lives safely and with dignity. CARE Indonesia missions aim to be a humanitarian and development actor that builds community resilience by alleviating poverty, realizing social justice, and ensuring a safe and clean environment.

Through a holistic resilience approach, CARE Indonesia's programs adopt an integrated approach to address identified issues, ensuring robust and sustainable outcomes. This approach balances the reinforcing relationships between economic growth, environmental management, and social justice, with gender equality at the core. The holistic resilience approach aligns with the sustainable development paradigm.

CARE Indonesia consistently ensures that its work aligns with national development priorities by integrating the aspirations and interests of the community with government plans and implementing sustainable practices. This approach refers to CARE Indonesia's agenda and contributes to the Sustainable Development Goals (SDGs).

#### About the Project

Gender inequality and patriarchal cultural norms still occur, especially for the women in the workplace. This has an impact on recruitment and employment in the garment industry full of gender discrimination, both against women and men. For the improvement of gender equality, Yayasan CARE Peduli is establishing a holistic framework for gender equality that aims to capture and drive impact across garment brand entire enterprise, including supply chains (starting with garment and soft home).

The activities on women in the workplace YCP currently are at different stages, one of the implementations is the at the co-creation early concept stage that require deep contextualization for country and local contexts. This will involve identifying and tailoring a smart-mix of policy, process and programmatic interventions based on a set of shared characteristics of corresponding factories and with extensive inputs from participating factories. Besides the project co-creation and implementation, YCP is also part of the initiative to establish Gender Equality Network. As part of the finalization of the concept notes, baseline and associated preparatory actions, as well as the project implementation, YCP intends to engage **Gender Specialist** that will be responsible to support gender technical issues in associated with the women at the workplace in garment industry in the intervention areas.

The project(s) designed and implemented from July 2023 – December 2025 in Central Java and West Java. **This position will be based in Semarang for approximately 5 months (August – December 2025).**

### Job Objective/Summary

The Gender Specialist shall be responsible to ensure appropriate quality, capacity building, and oversight over the women empowerment and gender responsive approach in the project with high engagement of the factory management in the garment industry. This program is managed to achieve safe environment with gender responsive approach in associated with the women at the workplace in garment industry in the intervention areas.

### Duties and Responsibilities

#### 1. Project Management with Technical Issues of the Women in the Workplace and Gender-Related Activities

- Support Project Manager and other YCP project team to coordinate with the government factory, partners and other related stakeholders pertaining to women empowerment and gender projects;
- Support Project Manager for work plan and implementation plans; for the areas of the project stages (design, baseline, implementation learning, monitoring and evaluation, knowledge and data management) including timely reporting and settlement of financial and procurement under the project.
- Support Project Manager for the establishment of the Gender Equality Network (GEN) within region of the intervention areas, ensuring the GEN platform is updated and coordinate with GEN Regional Coordinator.
- Support Project Manager to analyze situation, structures, procedures, processes that are relevant for those institutional arrangements, represent YCP to the management of the factory and communicate the recommendations to appropriate levels of authorities to implement the recommendations.
- Develop reports on program activities including weekly updates, monthly reports, success stories, and other required reports by YCP and donor;
- Review the Project files held by the Headquarters and ensure that copies of the above documents are readily available.
- S/he should also establish, as required, Project working files.
- Establish and implement Project monitoring and evaluation systems in order to provide regular information on progress towards objectives and assess the impact of the Project;
- In coordination and collaboration with MEAL person, review existing project outputs and indicators so as to ensure that they are appropriate and realistic, and if required suggest changes to line management;
- Other assignments as required by Direct Supervisor and Management.

## **2. Technical Lead of the Project Implementation of the Women in the Workplace and Gender-Related Activities**

- Ensure that gender considerations are factored into needs assessments, data collection and programme implementation by developing required tools, indicators and review processes.
- Coordinate with the relevant stakeholders to develop/expand a training material for gender equality, communication and leadership for women/Knowledge, skills and leadership enhancement;
- Coordinate and collaborate with the Committees for the capacity building to strengthen the competency in Health and well-being, women economic empowerment, grievance mechanism, GBV prevention and case referral and reporting;
- Conduct training on gender-based violence prevention include FGDs with community leaders and male to enhance gender equality awareness
- Ensure YCP's gender tools, including the Gender Marker, are understood by staff and partners and tracked in stunting projects.
- Support project managers with design of gender component of the ongoing project in ensuring that the implementation is in line with Gender strategy.
- Engage in advocacy activities that promote YCP's approach to gender mainstreaming and integration across project;
- Provide timely technical support to project managers in writing reports to donors and submitting other regular technical reports as required.
- Contribute to the development of indicators for measuring cross-cutting gender activities for the cross-border program and participating in assessments [baseline data, annual review, and evaluation impact by the end of the project].
- Contribute to the PSEA sensitive feedback and accountability mechanisms for YCP and partners.
- Support community-based reviews to measure the success of interventions.
- Document and disseminate best practices and lessons learned.

## **3. Build and maintain the network with relevant stakeholder**

- Represent YCP by attending and contributing to specific events related to the Gender agenda, women's empowerment in the workplace and development.
- Maintain contact with appropriate stakeholders (particularly women's NGOs/CSOs) and strengthen partnership with local and national government institutions.
- Disseminate and share IEC materials particularly in promoting gender equality and equity for all.

## **4. Others**

- Conduct any other duties that may reasonably be assigned related to position's function. Tasks may expand or be adjusted in accordance to the real needs in the field.

## **Requirements**

### **1. Education, experience and technical competencies**

- Bachelor Degree in Gender studies, Development, Social Science or another relevant field.
- At least seven (Bachelor) or five years (Master) of experience working as a development/humanitarian professional with NGOs or other civil society organizations as a gender specialist, advisor or focal point in an NGO or other civil society organization, with demonstrated experience in gender analysis, gender integration and/or gender-based violence.
- Has experience working in gender issues, GBV including but not limited to gender in emergencies.
- Strong experience in advocacy, delivering training on key gender, and protection concepts is preferred.
- Preferably a proven record of effective project management, including project planning and integration of gender in all phases of the project cycle.
- Experience in building relationship with management of the garment companies, labor unions and related stakeholders.
- Experience in the development, implementation, and evaluation of a community-based project is preferred.
- Ability and willingness to undertake regular travel to the crisis affected area.
- Demonstrate excellent command of English and Indonesian, both written and spoken are essential.

### **2. Personal attributes & competencies**

- Excellent negotiation, interpersonal and communication skills, and demonstrated the ability to effectively interact and work across unit, project and an effective team player.
- Ability to develop and foster external organizational relationships and applied representation skills.
- Readiness to work with people of all backgrounds without bias. Ability to work sensitively with people from various cultural and social backgrounds.
- Ability to coach and mentor staff in a cross-cultural environment.
- Have effective planning, organizational and time management skills.
- Ability to multi-task and work well under time constraints, including capability to be flexible to respond to changing requirements. Results-focused with ability to manage own workload proactively, with own initiative.
- Committed to fostering respectful, collaborative, learning and empowering work culture.
- Commitment to values that YCP upholds, i.e. Integrity, Diversity, Equality, Excellence and Transformation. Commitment to gender equality and social justice and Do No Harm principles.
- Commitment to Safeguarding Policy: Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse.

## HOW TO APPLY

YCP is an equal opportunity employer and we offer collegial working environment and competitive salary and benefits package. Applicants are invited to send a cover letter illustrating their suitability for the above position, and detailed curriculum vitae, with names and addresses of 4 (four) referees/direct supervisor (including telephone and email address).

Please submit your applications with the subject **# position applied\_\_Your name #** to: [ycp\\_recruitment@careind.or.id](mailto:ycp_recruitment@careind.or.id) at the latest by **18/08/2025**.

*\*All applications will be treated confidentially. Only shortlisted candidates will be notified and invited for interview.*

*\*We do not provide correspondence related to this recruitment and do not provide notification of application/CV received.*

*Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organization and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.*

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