URGENTLY NEEDED

Gender Officer

Jakarta 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).

Project Brief

Gender inequality shapes how people experience poverty, crisis and change in Indonesia. Women, girls and other marginalized groups are affected differently from men and boys because of differences in roles, responsibilities, decision-making power, access to resources, opportunities, and needs. These inequalities are visible across CARE Indonesia’s work: in the heightened risk of gender-based violence (GBV) during disasters and crises; in women’s unpaid and unrecognized contributions to household and community livelihoods such as fisheries, farming and small businesses; in limited access to education, skills and health services, especially for adolescent girls; and in the under-representation of women in community and public decision-making. Failure to address these gaps exacerbates marginalization and inequality and weakens community resilience, including in the face of disasters and climate change.

CARE Indonesia places gender equality at the core of its holistic resilience approach and advances gender justice and social inclusion across all of its priority areas: Gender Justice and Social Inclusion; Crisis Preparedness and Response; Environmental, Climate and Biodiversity Justice; Women's Economic Empowerment; and Resilient, Equitable and Accountable Health Systems. Through these programmes, CARE Indonesia works to eliminate gender-based violence, strengthen women's voice and leadership, promote equal access to education and skills, and expand women's economic opportunities. This is done by building the agency of people of all genders especially women, changing relations between men and women, and transforming structures so that they can realize their full potential in their public and private lives and contribute equally to, and benefit equally from, social, political and economic development. Initiatives such as Empowering Women in Coastal Communities by Restoring Mangroves illustrate this integrated approach, combining Women Voice and Leadership, Women Economic Empowerment and Women Mangrove Warriors interventions.

Interventions typically start with a field assessment using a gender lens to capture the real situation on the ground, test initial assumptions, verify vulnerability and gender issues, and map issues and stakeholders in the community. Target groups, women and men, girls and boys, then receive capacity building on topics relevant to the sector, such as gender equality and its impact, GBV prevention and response, women's leadership, communication, and sector-specific skills (e.g. disaster preparedness, climate and mangrove restoration, health or livelihoods). After building their agency, women are expected to be more confident in their roles, projects also employ male-engagement strategies, working with men and boys as partners, and engage local women's groups, community leaders and government to ensure wider support from the community.

Considering the strong gender element in the CARE Indonesia overall approach, CARE Indonesia will strengthen the Gender team by recruiting a Gender Officer to work with the Human Capital, Women Voice and Leadership Portfolio Manager as the focal point for any gender-related matters in all projects. Demand from projects for this role's time is high across the current CARE Indonesia portfolio. Aside from existing projects, we also need this role's time to explore new opportunities, contribute to the preparation of new project proposals, etc. The Gender Officer will be additional support to implement the gender element in projects and other relevant work related to CARE Indonesia's gender and social inclusion mission.

SCOPE OF WORK

Under the direct supervision of Human Capital, Women Voice and Leadership Portfolio Manager, the specific duties of the Gender Officer include but are not limited to the following:

1. Technical support to integrate gender into projects and ensure that gender issues are addressed in project cycle and project documents of CARE Indonesia under Human Capital, Women Voice and Leadership Portfolio Manager supervision.
2. Technical support: Providing technical support to project teams
3. Technical support to monitoring and reporting: Monitoring and reporting on gender issues related to project and organizational report.
4. Capacity building: facilitate capacity building trainings and workshops for key stakeholders on Gender Equality and GBV, create awareness about gender equality and rights. Include provide capacity building on gender in relevan sectors, GBV and other CARE gender mainstreaming approach. Drafting and delivering gender training modules in coordination with Human Capital, Women Voice and Leadership Portfolio Manager.
5. Collaboration: Working with other project staff, government agencies, and stakeholders.
6. Communication: Identifying opportunities for developing advocacy and communication materials, provide feedback on Gender element for Communication material.
7. Best practices: Collecting and promoting good practices and lessons learned.
8. Assist project managers in sensitization with continuously gender sensitizing project activity plan, report, study, project staff and partners on gender awareness, especially but not limited to Gender in Humanitarian and Crisis Response, GBV, Gender in Climate and Biodiversity, Women's Economic Empowerment, Gender in Health, and Social Inclusion.
9. Assist CARE Indonesia to collect, and sort data based on the topic of studies and government policies related to gender in CARE Indonesia focus area and gender in other CARE Indonesia priority themes (crisis preparedness and response, environmental, climate and biodiversity justice, women's economic empowerment, and resilient health systems).
10. Support the program team in the preparation and editing of reports, field research and presentations.
11. Collaborate with the MEAL Coordinator (unit) to ensure that data collection efforts and M&E plans include gender-responsive indicators and monitoring tools. Assess and monitor social and gender impacts of all programme and organizational activities, and identify areas where integration can be strengthened or modified.
12. Attend planning sessions, team meetings, and annual performance reviews as required.
13. Ensure an ongoing process of personal and professional development and learning.
14. Willing to join with the Emergency Response Team (ERT) in accordance with experience and competence and is ready to be assigned to the disaster site in accordance with the existing needs, especially for the Rapid Gender Assessment (RGA), GBV risk mitigation, and integrating gender-responsive and inclusive approaches into emergency response.
15. Other duties as assigned.

Requirements

1. Education, experience and technical competencies

- Bachelor Degree in Gender studies, Development, Social Science or another relevant field.
- Minimum of 4 years of experience working on gender issues, preferably in one or more of CARE Indonesia's priority areas: gender justice and social inclusion, humanitarian and crisis response, climate, environment and biodiversity, women's economic empowerment, or health.
- Familiar with Gender analysis tools and GBV issues.
- Familiar with data Gender mainstreaming process into project design and project implementation.
- Demonstrated commitment and understanding to Gender Equality and Gender Based Violence risk mitigation/protection. Understanding of grievance, feedback and complaint mechanisms is a plus.
- Demonstrated understanding and commitment to Gender Equality principles.
- Demonstrated understanding of the complexity of gender issues across sectors (e.g. humanitarian response, climate and environment, health, economic empowerment, education), as well as cultural and policy contexts.
- Strong verbal and written communication skills including demonstration of facilitation skill.
- 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 respond on short notice and plan and execute several activities at once.
- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.
- 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.
- 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 *# Gender Officer__(your name) #* to:
ycp_recruitment@careind.or.id at the latest by 22/11/2026 at 23:59 PM.

**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.