



## **GENDER SPECIALIST JOB DESCRIPTION**

Last updated March 3, 2020

**Position:** Gender Specialist  
**Project:** USAID Project: Act to End Neglected Tropical Diseases | East  
**Location:** Vienna, VA and Washington, DC  
**Salary:** Commensurate with qualifications and experience

### **Company Description**

WI-HER, LLC (Women Influencing Health, Education, and Rule of Law) is an international consulting firm that identifies and implements creative solutions to complex health and social challenges to achieve better, healthier lives for women, men, girls and boys. We employ an integrated, multisectoral approach that works across sectors to improve health outcomes and achieve sustained development. WI-HER, LLC is a woman-owned small business based in Vienna, VA.

### **Program Description**

The US Agency for International Development (USAID) Act to End Neglected Tropical Diseases (NTDs) | East Program is being implemented by RTI International, with a consortium of partners including The Carter Center; Fred Hollows Foundation; IMA World Health; Light for the World; Results for Development (R4D); Save the Children; Sightsavers; and WI-HER. Act | East supports national neglected tropical disease (NTD) programs to reach WHO NTD control and elimination goals through proven, cost-effective public health interventions. The Act to End NTDs | East Program also provides critical support countries in their journey to self-reliance, helping them to create sustainable programming for NTD control within robust and resilient health systems.

### **Roles and Responsibilities**

WI-HER is seeking a **Gender Specialist** to be based in the Washington DC metro area with travel to East Africa.

The Gender Specialist will work with the headquarters and global-based gender team for the Act to End NTDs | East program to integrate gender into program activities, trainings, tools, and resources; to conduct gender and social inclusion analyses; and to train policy makers and program managers on gender and NTDs. The Gender Specialist will serve as the key point of communication between RTI, the lead implementer, and WI-HER. Specific activities are listed below.

### **Illustrative Responsibilities Include:**

- Provide senior level technical support to country programs in gender integration and social inclusion in NTD programs
- Conduct fieldwork and qualitative research such as focus group discussions, community assessments, co-creation activities, and behavior change activities, etc.
- Conduct data analysis and report writing
- Knowledge management and documentation
- Conduct capacity building and training in gender integration in NTD
- Provide ongoing mentoring and coaching to country programs in gender integration
- Build collaborative networks at all levels
- Develop gender integration tools and resources

- Leverage funding from the private sector in support of program activities
- Contribute to monthly, quarterly and other USAID required reports
- Produce KM Materials, such as blogs, reports, and publications
- Attend regular meetings with project staff and support project activities

The Gender Specialist reports to the President of WI-HER.

### Qualifications

- Advanced degree (Masters or equivalent degree preferred) in Gender, International Development, Public Health, or related degree
- Degree/Experience in infectious diseases preferred
- At least 5 years of experience working in health
- At least 5 years experience working in gender integration and social inclusion and gender research and programming
- Experience in managing health programs. USAID experience desired
- Experience in the Africa or Asia Regions
- Experience leading qualitative research, trainings and capacity building activities
- Experience in public private partnerships and/or corporate social responsibility highly desired
- Proficient in English, spoken and strong writing and communication skills.
- Computer skills in Word, Excel and other Microsoft Office tools; and knowledge of Google Drive
- Ability to multi-task, work efficiently and effectively in a dynamic, fast-paced environment, with superior organizational skills and attention to detail
- Ability to represent WI-HER at national and international meeting and interact with donors and senior level government officials
- Ability to work independently at all levels from national to community levels
- Ability to work collegially within a high-performing team

### How to Apply

For immediate consideration, please forward your resume/CV (maximum 5 pages) and writing sample to Razan Farmand [rfarmand@wi-her.org](mailto:rfarmand@wi-her.org). Please indicate your name and "Gender Specialist/NTD" in the subject line. Applications due by **March 10, 2020** (or until filled).

*WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.*