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TITLE	Equality and Inclusion Officer
RESPONSIBLE TO	Technical Lead – Equality and Inclusion, WaterAid Australia
LOCATION	East Melbourne, Australia
HOURS	Full time (5 days per week)
EMPLOYMENT BASIS	Two years (subject to a 6-month probationary period)
START DATE	August/September 2019

The recruitment of this role is dependent on anticipated grant funding. The recruitment process will not be completed should funding not become available.

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## Our Vision

WaterAid's vision is of a world where everyone has access to safe water and effective sanitation.

## Our Mission

Our mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene.

WaterAid is an international non-governmental organisation focused exclusively on improving poor people's access to safe water, hygiene and sanitation. We work in 37 countries and have programs in Africa, Asia, Central America and the Pacific region. We campaign globally with our partners to realise our vision of a world where everyone has access to these basic human rights.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

## Vision for the role

The vision for this role is to enhance delivery of WaterAid's 'Reducing Inequalities' global aim in the Pacific region. The Equality and Inclusion Officer will support the implementation of an ANCP funded project on menstrual hygiene and health in the Pacific. The Officer will also support the capacity strengthening of WaterAid Country Programs (Papua New Guinea and Timor-Leste) and will maintain and build relationships with new partners in the Pacific Region.

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

## Accountabilities

### 1. Menstrual health and hygiene in the Pacific

- a. Work closely with the Technical Lead to undertake collaborative and participatory design of menstrual health efforts in the Pacific, including a scoping and mapping of gaps and opportunities
- b. Build and maintain a network of local actors to take forward menstrual health advocacy initiatives in the Pacific
- c. Facilitate processes to support Pacific actors to develop and implement a collective advocacy agenda on menstrual health and hygiene
- d. Support policy analysis and documentation of menstrual health in the Pacific
- e. Support the Program Operations team to ensure donor compliance and reporting requirements are met
- f. Disseminate learning from the project to influence key stakeholders

### 2. Strengthen the capacity of Country Programs (Timor-Leste and Papua New Guinea) to address equality and inclusion

- a. Strengthen the capacity and support skill-building of WaterAid country program teams to understand and apply equality and inclusion in WASH, particularly gender equality and disability inclusion
- b. Support the capacity building and mentoring of E&I Focal Points in Timor-Leste and Papua New Guinea
- c. Work with existing and new strategic partners (including coordinating inputs, management of contracts and reporting) which can provide support to country program and partner staff to mainstream inclusive WASH;
- d. Facilitate training and workshops to address capacity development requirements;

### 3. Support monitoring, knowledge management and learning activities

- a. Facilitate learning between countries and regions on aspects of mainstreaming equity and inclusion
- b. Support tracking and monitoring of strategic plans and approaches related to equality and inclusion in WaterAid country programs including: documentation; applying new evidence and research and building skills of team members to monitor outcomes;
- c. Work closely with the Learning & Effectiveness team and Program Operations team to ensure equity and inclusion is fully embedded in planning, monitoring and evaluation systems and support program staff to use relevant tools and processes.

## Travel

The successful post holder will be expected to travel to country programs for up to 10 weeks a year, as required.

## Selection criteria

<b>Essential</b>	
<b>Education</b>	1. Post-graduate qualification in a development-related area, or equivalent professional experience.
<b>Experience</b>	2. Experience of gender mainstreaming or women's empowerment in a development setting (preferably in the Pacific region). 3. Experience delivering water, sanitation and hygiene or health development programming in the Pacific region
<b>Knowledge and skills</b>	4. Highly collaborative and an ability to work effectively with a range of people, organisations and cultures and at all levels in an empowering way 5. Sound knowledge of, and proven commitment to programme delivery with a focus on equality, inclusion and rights. 6. Ability to synthesise information and analyse its relevance for different functions. 7. Excellent written and spoken English and highly developed communication skills. 8. Ability to think clearly and analytically. 9. A team player, able to work collaboratively, responsibly and under pressure. 10. Ability to plan own work, setting priorities and completing it under pressure or when faced with competing demands.
<b>Personal qualities</b>	11. A commitment to gender transformative, inclusive and rights-based development work. 12. A commitment to child protection. 13. A commitment to WaterAid's values and approach.

<b>Desirable</b>	
1. Experience in Menstrual Health and Hygiene programming or research 2. Experience organising workshops and influencing events. 3. Experience of planning, monitoring and evaluating programs of work.	

### To Apply:

Please submit an application to [recruitment@wateraid.org.au](mailto:recruitment@wateraid.org.au) by Thursday 15<sup>th</sup> August 2019

Applications for this position must include a resume (2 pages) and a cover letter (2 pages maximum) addressing the above Qualification, Skills and Selection Criteria.

Applicants must have the right to work in Australia

**Please note that only shortlisted candidates will be contacted.**