

JOB DESCRIPTION

Job Title:	Team Leader for Gender and Safe House (Objectives 1 and 3)
Job Location:	Banteay Srei Office in Battam Bang and travel 30% to other offices
Report to:	Provincial Manager
Responsible for:	Community Organizer (Gender), Female and Male Counsellors
Other key relationships:	Program Manager, Team Leader for Agriculture, Finance and Admin Manager (FAM), Finance and Admin Officer (FAO), Procurement and Admin Officer (PAO), Finance and Admin Assistant (FAA), Community Organizers (COs)
Status:	Full time, Specified Duration Contract

1) GENERAL DESCRIPTION OF JOB

The Team Leader of Gender and Safe House will manage the implementation of Gender and Safe House Program, with particular focus on the multiple fund and donors. She/he will provide technical assistance to BS staff, CBO, GPN, YWN, YN, volunteers and partners on gender and SH related issues and proactively represent BS works at international, sub national and national technical working group and other relevant forums. She/he will be responsible for the Monitoring, Evaluation, Accountability, and Learning (MEAL) components of the assigned individual project and global MEAL in relation to Gender and Safe House which included the preparation of project monthly, quarterly, bi-annual and annual reports and project completion report for submission to the Provincial Manager. She/he is supporting staff in designing, implementing and monitoring project plans and networking with local government actors, NGOs and other relevant organizations. The Team Leader of Gender and Safe House will foster learning together with BS partners and propose new initiatives on Gender and Safe House for the growth of BS program.

Moreover, the Team Leader of Gender and Safe House is responsible for line management and support of the Community Organizers (CO), female and male counselors as well as some direct service delivery in support of COs, female and male counselors. The role includes engaging and developing the capacity of community members, supporting staff in implementing and monitoring project plans and strategies and providing staff with on-the-job training and coaching. She/he is also responsible for the management of the safe shelter for women and children. The role includes ensuring that the centre's projects and administrative requirements are met and providing overall managerial support to all team members.

In addition, she/he will work closely with Operations and Finance Department in developing and monitoring budget of assigned projects and host visitors.

2) RESPONSIBILITIES

a) Gender Program Delivery (20% of time)

- Assesses the capacity development priorities (social and public services to engage and respond to women and children) of women in leadership positions at sub-national level and coordinates with internal and external experts to address these capacity priorities, in collaboration with community organisers.
- Monitors and provides coaching on applying the knowledge and skills from capacity development events.
- Engages and lobbies political parties to promote and support women as leaders and candidates

- Strengthens and supports women leader's networks at sub national levels, in conjunction with community organisers.

a) Centre Representation/Advocacy (20% of time)

- Establishes and develops active partnerships with agencies that provide complementary services to the Peace Centre clients.
- Liaises with Government and social work authorities.
- Keeps up to date on relevant legislation and government parkas relevant to Safe Shelter programs and operations.
- Advertises and promotes the Safe House to relevant stakeholders.
- Facilitates partner and stakeholder meetings to ensure that government actors fulfil their roles as duty bearers in response to GBV cases.
- Facilitates the process of needs assessment, planning, and proposal development with team members.
- Coordinates and monitors all Safe House programs and services and ensures that security arrangements are adequate.
- Ensures quality of Safe House services and programs and monitors implementation of women and child protection, inclusive people with disabilities and other relevant policies and guidelines including Banteay Srei values.
- Develops strategies for follow-up and monitoring of clients' post centre.
- Writes quarterly reports of Safe House activities and provides case studies as required.
- Leading implementation direct at community on the Gender Based Violence Component objective 3 of Banteay Srei strategic plan such as training, public forum, marching, meeting, dialogue and campaign.
- Provide technical expertise on GBV, laws related to GBV, sexual reproductive health, human/women rights as well as disability issues and NAPVAW to BS staff and communities.
- Provides leadership and managerial support to the COs, female and male counsellor, and the social workers in the Safe House.
- Work in target villages and spend overnight stay in Banteay Srei's target villages 10 days/month.

b) Program Management (20% of time)

- **Planning:** Oversee and coordinate annual and quarterly project implementation plans with provincial manager, team members and partners ensuring that the planning process provides the means for accomplishing the objectives and is participatory.
- **Program Implementation:** Provide oversight, guidance and support to team members to ensure plans are implemented effectively and according to schedule. Anticipate needs and problem areas and coordinate necessary support.
- **Budget Planning and Tracking:** Supports provincial manager, finance and operation units to develop detailed annual and quarterly budget for assigned projects. Coordinate with BS Finance staff to carry out budget planning for the project: cash forecasts, budget analysis and financial reporting. Coordinate with BS finance staff to ensure project expenses are accurately accounted for and cash advances are liquidated to the Finance Department according to schedule. Work with BS finance staff to develop budget reports for BS and donors for assigned projects and donors.

- **Compliance:** Ensure team members adhere to donors and BS regulations governing procurement and project expenditures.

c) Monitoring, Evaluation, Accountability and Learning (MEAL - 25% of time):

- Ensure that project activities are appropriately monitored and supervised so that objectives and indicators are met in accordance with agreements and that reports are produced accurately and on time for assigned projects and donors. Working with PM, COs and Counsellors to implement MEAL policy, document lessons learnt and develop relevant program strategic approaches.
- Assist with the development and implementation of an M&E framework for Gender and SH related programming by working closely with Provincial Manager and other teams.
- Assist with the implementation of quality assurance procedures for data collection system (e.g. developing data collection processes, training data collection staff, establishing filing and system).
- Analyse data, produce reports and contribute to compilation of external reports.

b) Networking/Collaboration/Coordination (5% of time)

- Establishes good relationships and collaborates with local authorities and other stakeholders in target areas in order to provide support to vulnerable women, children and people with disabilities.
- Participates actively in networking meetings in target areas as relevant to BS program
- Exchanges good practices and lessons learnt with stakeholders for the promotion of gender justice

c) Personnel Management (5% of time)

- Ensures full and open communication between the staff under supervision, Provincial Manager and head office.
- Monitors team member performance through six monthly and annual appraisals, provides leadership, coaches them and helps them to resolve work issues.
- Ensures that appropriate mechanisms are in place for staff debriefing and self-care of the team.
- Facilitates staff capacity building through mentoring and coaching of team members including facilitating reflective learning opportunities.
- Delegates tasks to team members in an efficient and fair manner.

d) Other (5% of time)

- Actively promotes a positive learning environment within BS
- Attends meetings and presentations where appropriate within BB and outside of BB
- Participates in, and where appropriate, leads BS team meetings and other events
- Actively reflects and learns with team members
- Maintain an active and up to date professional development plan for personal capacity development

- Performs other duties as requested by line management.

3) REQUIREMENTS

a) Education/Qualification

- **Required** at least Bachelor Degreed in Gender, public administrative, social science, counselling.
- **Required** at least 3 years experiences in case management proven experience and skills in gender, development and specifically with Gender Based Violence projects.
- Knowledge of women's rights and related laws.
- Proven experience in management at the project level (at least 2 years).
- Proven ability to produce high quality and timely monthly, quarterly, bi-annual and annual reports.
- Proven ability to lead and motivate staff in an equitable manner.
- **Required** good spoken and written English language skills.
- Demonstrated experience in project planning, budgeting and monitoring.
- **Required** good computer skills, including familiarity with Microsoft Word, Excel, Access and Email/Internet.

b) Characteristics:

- Outgoing personality with good communication and leadership skills.
- Ability to be self-directed, creative, take initiative and anticipate changes that can affect the organisation's activities.
- Good team leader.
- Ability to perform tasks in accordance to Banteay Srei organisational values.