



JOB DESCRIPTION
WOMEN AND MINORITY INCLUSION OFFICER

JOB TITLE:	WOMEN AND MINORITY INCLUSION OFFICER (Pakistan)
Reporting to:	Project Manager and Strategic Advisor

CLGF is inviting suitably qualified candidates to assume the role of Women and Minority Inclusion Officer to support key strategic priorities of the project for the final 10 months of the project. The Inclusion Officer’s main duties and responsibilities are outlined below.

General Information

Commonwealth Local Government Forum (CLGF), an international organisation representing local government across the Commonwealth, in partnership with the Local Council Association of the Punjab (LCAP) is implementing a project supporting local councils association and through them local government across Pakistan “Strengthening the Associations of Local Governments and their Members for Enhanced Governance and Effective Development Outcomes in Pakistan” with funding from the EU Delegation to Pakistan.

PURPOSE OF JOB

- Support the Provincial LCAs and the ADLG to develop strategies for increasing women's political representation at the local level and improving their impact and advancement when in post.
- Support the Provincial LCAs and the ADLG to develop strategies for increasing political representation of minority groups at the local level and improving their impact and advancement when in post.
- Ensuring gender and minority issues are mainstreamed through project activities.

MAIN DUTIES

1. Develop a strategy for the project to guide support to women to increase their access to and representation in local government
- Undertake a mapping of the current state of women’s representation in the four provinces of Pakistan (KPK, Balochistan, Sindh & Punjab).
 - Develop a work plan for the project (in partnership with CLGF, the CLGF strategic advisor and the LCA coordinators) to put in place key policies and activities to support women’s political inclusion & strengthen the LCAs capacity to work in this area, including through their gender and minority committees, following the end of the project;
- a) Work in partnership with the Project staff, the LCA staff, leadership and women’s committee (where these exist) to develop a targeted strategy to support increasing the number of women in local government & to provide support to existing women councillors to increase their impact and effectiveness when in local government roles
 - b) Provide support to each of the Provincial LCAs in the implementation and monitoring of their strategy for support to women in local government



- c) Support and oversee the activities linked to the implementation and monitoring of the women's political inclusion strategy in each LCA (in partnership with the LCA coordinators)
 - d) Map existing organisations working to support women's political impact at the local level and develop partnerships to strengthen the work planned by the LCAs
 - e) Source additional funding sources for further implementation of the women's political empowerment strategy both for CLGF and the LCAs
2. Develop a strategy to support minority population's increase their access to and representation in local government
 - Undertake a mapping of the current state of minority populations' representation in the four provinces of Pakistan (KPK, Balochistan, Sindh & Punjab);
 - Develop a work plan for the project (in partnership with CLGF, the CLGF strategic advisor and the LCA coordinators) to put in place key policies and activities to support and monitor minority communities' political inclusion & strengthen the LCAs capacity to work in this area following the end of the project;
 - a) Work in partnership with the Project staff and the LCA staff, leadership and focal committee (where these exist) to develop targeted strategies to support increasing the number of minority representatives in local government & to provide support to existing minority councillors to increase their impact and effectiveness when in local government roles.
 - b) Provide support to each of the Provincial LCAs in the implementation and monitoring of their strategy for support to minority representatives in local government
 - c) Support and oversee the activities linked to the implementation and monitoring of the minority political inclusion strategy in each LCA (in partnership with the LCA coordinators)
 - d) Map existing organisations working to support minority political impact at the local level and develop partnerships to strengthen the work planned by the LCAs
 - e) Source additional funding sources for further implementation of the Minorities political inclusion strategies both for CLGF and the LCAs
3. Provide technical support to project implementation
 - a) Provide technical support to project implementation in the four LCAs with regard to gender mainstreaming
 - b) Identify and manage additional technical assistance as necessary from within the project partners networks to support women and minority inclusion in the project implementation
 - c) Contribute to the development of trainings, guidelines, strategies and plans for capacity building on women and minority political inclusion
 - d) Ensure gender and minority issues are mainstreamed in the major national and provincial level meetings planned within the project
 - e) Ensure gender and minority issues are mainstreamed within the TALD pilot projects
4. Communications and knowledge sharing
 - a) Support the Communications Officer to develop communication materials to inform stakeholders and the public of key project activities and results linked to Women and Minority issues in line with the project communications strategy, develop key messages and support publicising the project and its achievements in these areas
 - b) Identify key lessons learned from the projects, develop case studies and maximise the dissemination opportunities as envisaged in the project proposal



EUROPEAN UNION



- c) Feed experience from the project into CLGF's wider Cross-Commonwealth network with a specific focus on the Commonwealth Women in Local Government Network

PERSON SPECIFICATION

EDUCATION AND EXPERIENCE

- a) Advanced degree in Social Sciences, Town Planning, Public Administration or other related fields to the project.
- b) At least 7 years professional experience, preferably relating to women and minority political empowerment, particularly within the local government, international development or voluntary sector.
- c) Experience of identifying funding opportunities, building relationships with donors and preparing applications.
- d) Experience of working on EC funded projects.
- e) Knowledge of, and relevant experience, working in project implementation in Pakistan, across multiple provinces and ideally some regional or international experience would be preferred.

KNOWLEDGE AND SKILLS

- a) Able to manage projects/programme activities, maintain excellent communications with project partners and other team members, manage information effectively, organise own workload and work well under pressure
- b) Demonstrates substantive and technical knowledge to meet responsibilities and post requirements
- c) Possess an expert knowledge of gender empowerment especially at the local level, in local government and decentralisation, minority inclusion and ideally knowledge and experience of local government and local government capacity building
- d) Demonstrate and apply knowledge of project planning and implementation, including the best ways of ensuring project effectiveness and efficiency
- e) Possess knowledge of information technology and how it can be applied to promote good local governance
- f) Ability to formulate and manage budgets, control expenditure, and fundraise
- g) Possesses a track record of project delivery

GENERAL

- a) Understanding of local government reforms and public sector/local government development policies in Pakistan

Other Competencies

- a) Good team working skills and diplomacy
- b) Flexible and adaptable to a changing working environment
- c) Promotes a culture of knowledge sharing and learning within the team and among project partners
- d) Self- motivated, with good judgement and initiative



- e) Good interpersonal skills, political awareness and sensitivity, and high standards of ethics and personal conduct.
- f) Sound written and oral communication skills
- g) Good level of attention to detail
- h) Sensitivity to diversity
- i) Knowledge of local languages an advantage
- j) Must speak and write good English