

Terms of Reference (ToRs)

Advisor/Program Manager – Gender and Child Cell (GCC)

1. Provide policy and implementation advises in the areas of women, children and vulnerability mainstreaming in disaster management.
2. Coordinate the further development of the gender thematic strategies in line with the GCC Framework and Programming Guidelines.
3. Provide leadership in implementation of GCC Framework and the gender thematic strategies/action plans.
4. Provide leadership and technical support in development and implementation of viable work plans for the area programme in line with the NDMA's GCC Framework.
5. Manage gender specific programmes in accordance with work plans agreed with Donors. Coordinate the development of annual budget on GCC Monitor programme expenditure against agreed budget lines and timeframes and ensure the financial resources are effectively used. Exercise quality assurance oversight and institute early warning systems to detect weaknesses in project implementation and advise management on corrective interventions.
6. Periodically review the priority actions under GCC framework and suggest ways & means for its effective implementation.
7. Managerial support in development of guidelines and SOPs for child inclusive risk assessment and collection of gender and age disaggregated data.
8. Managerial support in development of national provincial and district guidelines on comprehensive school safety and pretesting of the guidelines.
9. Managerial support in conducting drought assessment for mitigation and response.
10. Identify new funding sources and generate concept notes and proposals for potential Donors.
11. Support cross-cutting research and advocacy work around the gender theme. Keep himself/herself abreast of research and policies development on gender at National & International level to keep NDMA on top of the knowledge in the area.
12. Develop quality reports on NDMA's overall gender work.
13. Properly document the lesson learnt/success stories and capitalize on it by promoting gender work to internal and external audiences.
14. Coordinate capacity building initiatives on the gender theme for Disaster Management officials across Pakistan.
15. Provide methodological support to the NDMA's thematically aligned gender work at national and regional level.
16. Develop and maintain positive working relations with a wide network of partners, including Government, development partners, parliamentarians, media and NGOs.

17. Managing communication operation in the field with respect to gender & vulnerable groups.
18. Design, develop & implement various electronic, print, social media campaigns awareness material with special focus on Gender & Vulnerable Group.
19. Properly manage the gender team and coordinate/facilitate the functioning of the NDMA's GCC.
20. Carry out any further assignment deem appropriate by competent authority without claim for additional remuneration.
21. Undertake other responsibilities which may be assigned from time to time.