

<b>Position</b>	<b>Short-Term GEDSI Consultant</b>
<b>Reporting to</b>	Senior Programs Manager
<b>Location</b>	Port Moresby, The Voice Inc Head Quarters
<b>Objective</b>	<p>The Gender and Social Inclusion Advisor will be tasked with the following objectives:</p> <ul style="list-style-type: none"> <li>• Develop an Organisational GEDSI Policy.</li> <li>• Update HR Policies &amp; Manual to incorporate GEDSI principles.</li> <li>• Incorporate GEDSI into new staff orientation and six-monthly internal safeguards training.</li> </ul>
<b>Length/ Timing</b>	The consultancy is expected to be completed within six months, with specific milestones and deliverables outlined in the work plan.
<b>Scope of Work</b>	<p>The Gender and Social Inclusion Advisor will:</p> <ul style="list-style-type: none"> <li>• Conduct a comprehensive assessment of the organisation's current policies, procedures, and practices related to gender equality, diversity, and social inclusion.</li> <li>• Facilitate consultations with key stakeholders, including staff members, management, and partners, to gather inputs and feedback for policy development and implementation.</li> <li>• Draft the Organisational GEDSI Policy, incorporating best practices, international standards, and the organisation's specific context and needs.</li> <li>• Collaborate with the HR department to update HR policies and the staff manual to integrate GEDSI principles, ensuring alignment with legal requirements and organisational values.</li> <li>• Design training sessions on GEDSI for new staff orientation and internal safeguards training, utilising interactive methods and materials tailored to diverse audiences.</li> </ul>
<b>Deliverables:</b>	<p>The Gender and Social Inclusion Advisor will deliver the following:</p> <ul style="list-style-type: none"> <li>• Organisational GEDSI Policy document.</li> <li>• Updated HR Policies &amp; Manual reflecting GEDSI integration.</li> <li>• Training materials for new staff orientation and internal safeguards training on GEDSI- including one round of all staff training using new materials</li> </ul>
<b>Selection Criteria</b>	<p>The ideal candidate should possess:</p> <ul style="list-style-type: none"> <li>• Advanced degree in gender studies, social sciences, international development, or a related field.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated expertise in gender equality, diversity, and social inclusion, with a minimum of 5 years of relevant experience.</li> <li>• Proven experience in policy development, capacity building, and project management.</li> <li>• Strong analytical, communication, and facilitation skills.</li> <li>• Experience working with NGOs or international development organisations is preferred.</li> </ul>
<b>Remuneration</b>	Rates are competitive with the level of experience.
<b>Application Process</b>	<p>To apply, please email:</p> <ol style="list-style-type: none"> <li>1. Your Resume</li> <li>2. Response to selection criteria of no more than two pages</li> <li>3. Optional Cover letter of no more than 1 page</li> </ol> <p>To: <a href="mailto:info@thevoicepng.org">info@thevoicepng.org</a></p> <p>Deadline for applications is <b>22<sup>nd</sup> of March, 2024</b>. For more information call: 7203 2055 or email us on the above address.</p>