**ASPBAE PROJECT ASSOCIATE FOR GENDER**

**JOB DESCRIPTION & SPECIFICATIONS**

**Job Title:** Project Associate for Gender

**Duration:** Six (6) months, with possibility of extension

**Report To:** The Secretary-General through the Regional Coordinator of Training for Transformation (TFT), Anita Borkar

**Duty Station:** Online, Work from Home (Occasional Travel depending on the COVID-19 pandemic context and availability of resources)

**Date of Joining:** As soon as possible, preferably not later than end September 2021

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**About ASPBAE:**

The Asia South Pacific Association for Basic and Adult Education (ASPBAE) is a regional network of more than 200 civil society organisations and individuals operating in around 30 countries of the Asia-Pacific. ASPBAE works towards promoting the right to quality education and transformative and liberating lifelong adult education and learning for all. Through its work, ASPBAE lobbies with governments to uphold education as an empowering tool to combat poverty and all forms of exclusion and discrimination, enable active and meaningful participation in governance, and build a culture of peace and international understanding.

ASPBAE believes in and promotes gender equality and ensures all of ASPBAE’s activities are carried out with a gender-just and transformative approach. Further, ASPBAE engages with and advocates to governments and stakeholders to mainstream gender in education and development platforms and strategic policy processes.

**JOB SUMMARY:**

The Project Associate for Gender is expected to work with and support the Regional Coordinator for Training for Transformation (TFT) in spearheading ASPBAE’s Gender Mainstreaming approach and activities in coordination with the Gender Mainstreaming Committee of ASPBAE. The candidate is expected to bring a gender lens to all the activities of ASPBAE and member organisations by designing and facilitating relevant Gender Mainstreaming tools and sessions, and conduct sensitisation and capacity building on gender equality in education for ASPBAE members and partners as needed.
MAIN RESPONSIBILITIES AND TASKS:

- Work closely with Gender Mainstreaming Committee, Program Coordinators and Capacity Support and Advocacy Advisers of ASPBAE to mainstream gender in implementation of plans and activities.
- Develop and produce a collection of good practices and stories of change on gender equality in education.
- Facilitate the designing of appropriate Gender Mainstreaming tools, including gender-responsive education sector planning.
- Assist in organizing Capacity building of members and stakeholders on gender equality in education.
- Develop, maintain and disseminate comprehensive knowledge and materials on gender in education.
- Identify new resources to strengthen ASPBAE’s work on gender equality in education.
- Under the supervision and guidance of the TfT Regional Coordinator, act as the point-person on gender for ASPBAE’s members and partners.

Academic Qualification, Experience and Skills

- Relevant university degree and work experience.
- Demonstrated understanding of education and gender issues and analytical tools and approaches.
- Experience working on women-focused programs with a feminist perspective.
- Demonstrated ability to work well with others.
- Comfort in public presentation and the ability to articulate ideas and design/deliver participatory training.
- Advanced skills in English writing and speaking.
- Excellent communication skills, both written and verbal and the ability to use different communication media effectively, including email, telephone, Skype, Zoom and written correspondence.
- Excellent interpersonal skills, including the ability to negotiate, persuade, coach, mobilize and develop positive relationships with others internally and externally.
- Ability to work well and respectfully as part of a diverse team, and in cross-cultural contexts.
- Excellent time-management skills and prioritization skills.
- Willingness and ability to travel both within the country and internationally if required and allowed by the circumstances.
Please send your resume by email with the title “Project Associate for Gender” together with a cover letter outlining how you meet the requirements of this position by 10th August, 2021 to this email address: application.aspbaejobs@gmail.com.

Only short-listed candidates will be contacted and invited for an online interview.