

Job Framework

Job Title	Gender Equality, Safeguarding and Inclusion Advisor	Work Type	0.8 – 1.0 FTE (by mutual agreement)
Reporting to	Programs Director	No. of Direct Reports	None
Location	Melbourne, Australia (location flexible by mutual agreement)	Budget Responsibilities	Nil

The Organisation

At MSI we are unapologetically pro-choice. We believe that every person has the right to make choices about their own body and future. As one of the world's leading providers of contraception and safe abortion care, we aim to give everyone the means to do so. By 2030, MSI's vision is that no abortion will be unsafe and everyone will have access to contraception. To achieve this, MSI seeks to ensure that no one is left behind in access to sexual and reproductive health and family planning (SRH/FP) services with a focus on marginalised and hard to reach groups. Across 37 countries, we provide high quality, safe services, and advocate to create an environment where every client has safe access to services when and where they are needed.

MSI Asia Pacific (MSIAP) serves as the Public Engagement and Project Management office for MSI in Australia and the Asia Pacific region. We play a critical role in delivering MSI's mission of 'children by choice, not chance' in three key ways: fundraising, project management, and advocacy. MSIAP oversees a number of programs across Asia and the Pacific with support from the Australian and New Zealand Government as well as Trusts, Foundations and Individual supporters.

MSI is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are committed to promoting equality and to safeguarding the welfare of all team members and clients, with a focus on vulnerable groups.

The Function

The GESI Advisor roles is in the Programs Department of MSIAP. The Programs Department supports MSI country programs to expand access to family planning and safe abortion services. The Programs Department is responsible for the efficient and effective management of Australian funded programs which are delivered primarily in Asia Pacific by MSI Country Program offices. The Programs Department does this by supporting our partners to deliver results, with a commitment to implementing best practices at scale, while simultaneously adhering to core programmatic and operational standards and compliance requirements.

The programs department comprises of the Programs Director, 3 Project Officers and the GESI Advisor. MSI Asia Pacific ensures that programs are well designed, assists partners to operationalise quality guidelines and provides technical expertise to support program delivery. We regularly monitor program implementation and take management action to ensure program delivery is satisfactory, contractual obligations are met and results in impacts for our clients. MSIAP analyses program outcomes, provides reports to donors and publishes analysis and evaluations to demonstrate the impact of funded programs, enabling program knowledge to be leveraged at scale by MSI and others in the sector. The programs department plays a critical role in building and sustaining a positive relationship with Australian DFAT and New Zealand MFAT, MSI's key donors in the region, by managing large scale regional and bilateral projects.

The programs department draws on its program expertise to contribute to the External Relations department's development of strategic policy advice and advocacy to donors, major stakeholders and to the Australian public. We also work with other MSI Regional Support Offices and Global Technical teams ensuring that project impact and lessons are leveraged across the partnership.

MSIAP is committed to applying a gender transformative and intersectional approach that promotes client's agency and participation for all clients including people with a disability. The organisation is now seeking to recruit a highly motivated individual with a strong commitment to the principles of equality, inclusion, protection and human rights and a proven ability to champion approaches that enable our programs to reduce barriers to access and meet the sexual and reproductive health and rights (SRHR) needs of all people, including people typically marginalised.

The Role

The Gender Equality, Safeguarding and Inclusion (GESI) Advisor ensures that MSIAP's programming maximises opportunities to reach women, adolescents, people with disabilities, people who are of diverse sexual orientation and gender identity and respond to their SRH needs. The GESI Advisor leads the integration of gender transformative and socially inclusive programming elements in accordance with global best practice, donor and MSI's requirements.

The GESI Advisor works closely with partners, country programs, and members of the Programs and External Relations Departments to deliver women's empowerment, gender equality, disability, social inclusion and safeguarding strategies within MSI's SRH programs.

The GESI Advisor is responsible for providing technical support, programming guidance, policy advice, capacity building and developing our evidence base with staff in MSI's country programs and within the global partnership.

Working alongside the Senior Advisor, Program Design and Development and Research, Monitoring and Evaluation Advisor, this role will ensure that gender equality, disability and social inclusion (GEDSI) approaches are incorporated into project design and monitoring and evaluation frameworks. The role will also be required to develop and guide implementation of MSIAP's GEDSI and safeguarding strategies and provide advice to the Senior Management Team.

Key Responsibilities

Provide direct technical assistance: Support the roll out of MSI country program GEDSI strategies including technical advice and development of tools and resources as required; Support country programs to design and deliver realistic and pragmatic strategies and programming interventions that will lead to positive and equitable SRH outcomes; Ensure transformative approaches are well integrated into SRH program delivery models.

Roll out evidence-based GESI tools: Support the development of tools, frameworks and resources that continuously improve technical excellence and impact in the area of transformative equality, inclusion and safeguarding approaches to SRH programming; Lead, coordinate, support, and/or conduct GEDSI analysis to identify and address barriers to access to SRH/FP including individual and context specific issues

Strengthen the capacity of country programs to address equality and inclusion: Build country program capacity within teams who are receiving funding from DFAT, MFAT and other Australian based donors; Assess GEDSI organisational capacity and provide technical advice on organisational policies, practice and procedures that promote GEDSI; Strengthen GESI capacity of country programs through the development and roll out of GEDSI training package as well as on the job capacity building; Facilitate and support a strong learning and knowledge sharing community around transformative equality and inclusion practices amongst country programs through the development of a peer to peer network with Asia Pacific country program focal points

Provide technical leadership within MSIAP: Lead the development and implementation of GEDSI and safeguarding strategies for MSIAP operations; Provide advice and support to MSIAP Senior Management Team; Work closely with program staff to ensure transformative approaches are effectively integrated into project management processes and support in the development and application of relevant tools; Provide quality review and technical feedback to team members to ensure GEDSI approaches are incorporated into project design and M&E frameworks in line with relevant policies and donor standards; Provide mentoring, capacity building and induction support to team members.

Safeguarding compliance and support: Provide expertise in DFAT and other donor requirements as well as MSI policies and practices and ensure MSIAP and MSI country programs are compliant with these obligations; Work with program staff and country programs to ensure safeguarding is incorporated into sexual and gender based violence (SGBV) programming; Undertake safeguarding assessments and regular reviews of safeguarding policies and systems

ensuring partners have capacity to meet DFAT and MSIAP safeguarding requirements; Support the development and implementation of safeguarding actions plans and support new partners to become compliant, where necessary; Maintain relevant policies and review other MSIAP policies to ensure alignment with GEDSI and safeguarding requirements; Maintain MSIAP safeguarding risk register and regularly review Country Program safeguarding risks; Liaise with DFAT on Safeguarding incident reports and join decision committee to manage safeguarding reports.

Contribute to the development and dissemination of an evidence base for inclusive SRH service provision:

Support MSI country programs in the documentation of case studies, best practice and lessons learned; contribute to the planning and implementation of research, monitoring and evaluation of SRH programs; Ensure knowledge sharing, documentation and dissemination of good practice within MSI and externally; Identify successful practices in programs that can be showcased in publications, communication materials and conferences; Ensure external knowledge and learning permeates MSIAP by linking with external organisations and proactively keeping up to date with current developments within the sector.

Influencing and sector leadership: Support program partners to understand the role of GEDSI approaches for reaching target impact groups; Influence the MSI's global approach to GEDSI, particularly on how inclusive approaches contribute to SRHR outcomes; Liaise with London based technical leads to integrate GEDSI across MSI systems; Support program managers to build evidence base from MSIAP supported programs; represent MSIAP GEDSI outcomes and learning in relevant internal and external forums and working groups.

Skills and Experience

Experience

- Significant demonstrated knowledge and experience in providing GEDSI technical advice to improve programming and developing and implementing safeguarding policies and practices
- Experience as leader and advocate on issues of gender, disability, inclusion and safeguarding, including lived and community-based experiences
- Advanced knowledge of methodologies and best practices for equality and inclusion approaches
- Demonstrated experience in translating strategies and policies into practice
- Significant experience in capacity building in international development settings
- Significant experience of developing organisational guidance and promoting reflective learning on technical issues;
- Proven track record of effectively facilitating learning internally and externally
- Knowledge and experience of the Asia Pacific region
- Past experience in sexual and reproductive health (highly desirable)

Skills

- Highly collaborative and an ability to work effectively with a range of stakeholders and at all levels in an empowering way
- Excellent communication skills including cross cultural communication and team work
- Extensive experience working with remote teams across different programs and countries/regions to provide support and build on existing strengths and capacity
- Ability to be strategic and entrepreneurial, and to foster a cultural environment of innovation and collaboration
- Ability to synthesise information and analyse its relevance for different functions
- Ability to contribute to research, monitoring, evaluation and learning activities
- Able to work independently and be self-motivated in defining goals and objectives, while also working collaboratively in a team across disciplines, geographical locations and cultures

Qualifications

- Relevant Degree (MPH, MA, MBA desirable) or equivalent professional experience with a focus on gender, disability, human rights, SRH/FP;
- Additional qualifications in relevant technical field (highly desirable)

Personal Attributes

- Pro-choice.
- Team player; energetic, enthusiastic and positive

- Quality-focussed and results-oriented
- Calm under pressure
- Strong attention to detail and follow-up
- Ability to take initiative and achieve results with limited supervision
- Highly organised
- Confident and professional
- Responsive, resourceful and determined
- Sound judgement.
- Emotional intelligence
- Integrity

MSI Behaviours and Values

Leadership Behaviours

- **Develop yourself:** You actively seek opportunities to develop and stretch your leadership capability. You respond positively to situations that require you to improve and grow. You continuously evolve your strengths and awareness of areas for development by seeking and reflecting on coaching and feedback from others in order to improve your own performance and impact. You are open to others' perspectives and the opportunities this presents to change your behaviour. You proactively maintain your own well-being in order to be able to perform to your full potential; you take care of yourself holistically
- **Be accountable and take ownership:** You hold yourself responsible /answerable for your actions. You accept responsibility for the outcomes expected of you—both good and bad. You don't blame others. You don't blame the external environment. You take the initiative to influence outcomes. You accept responsibility for your mistakes, you learn what you can, and you plan to do better next time. By taking ownership, you address shortfalls
- **Be resilient:** You conduct yourself professionally when dealing with set-backs and you commit to learning from your experiences. You demonstrate a positive and inclusive approach to problem-solving. You think and act clearly under pressure and you seek feedback on others' experience of you
- **Be a compelling and influential communicator:** You communicate effectively at all levels both within the organisation and with external stakeholders and partners. Others experience your communication style as effective, inspirational and as having a positive impact. You actively listen with the intent to understand, giving others the confidence that you are committed to valuing their contribution
- **Insist on excellence:** You hold yourself and others accountable for meeting expectations. You never tire of seeking out better ways for your team to consistently deliver expected business results and deliver exemplary performance. You clearly communicate performance expectations and provide clear, honest and meaningful feedback when these are not being met. You engage in effective dialogue with under-performers as soon as performance issues arise; you act decisively and effectively to address any poor performance issues, following correct organisational procedures
- **Lead with authenticity, integrity and empathy:** By conducting your relationships with honesty, integrity and openness you are recognised as a leader whom others trust. In developing your relationships with others you demonstrate genuine empathy, build rapport, collaboration and mutual commitment at all levels in MSI. You are consciously aware of the impact you have on those around you and you strive towards having a lasting, positive effect. You demonstrate understanding and respect for cultural, religious, gender and racial differences. You treat people of all backgrounds fairly and respectfully
- **Develop others; strengthen, nourish and nurture future talent:** You dedicate time and commitment to effectively managing and developing the talent pipeline within your team and across MSI globally whilst ensuring resources, responsibility and authority for all deliverables are clearly assigned. You guide and encourage others to explore their own learning from external sources. You understand how to nurture creativity, courage and innovation in others, stimulating and stretching them on their professional development journeys. You role-model effective coaching and are recognised for embedding a sustainable coaching culture at MSI
- **Focus on customers:** You strive to consistently meet and exceed client expectations, always treating clients with dignity and respect. You understand who your internal and external customers are, how to meet their expectations and you build great relationships in order to do so. You build and cultivate effective working relationships with all external stakeholders, including suppliers, customers, government and donors. You are an ambassador for "One MSI" and our Power of Ten strategy, keeping clients at the centre of what we do

- **Consistently deliver world class performance and results:** You progressively look for ways to innovate and move MSI forward, and are excited by taking appropriate risks to do this. You are energised by seizing new opportunities that strive towards improving organisational performance. You understand and adhere to all MSI's functional and operational strategies and processes. You demonstrate good judgement in decision-making, you are decisive and implement decisions effectively
- **Lead, manage and support organisational change:** You understand how to harness effective strategies to facilitate organisational change. You take a positive stand for all change initiatives across MSI, effectively managing resistance to change. You are inclusive of the right people at the right time during each stage of the change journey, sharing well-timed communication regarding the objectives and outcomes of organisational change with relevant parties. You positively engage others in the opportunities that change presents and collaborate on change initiatives wherever possible
- **Be a visionary:** You are able to create vision for others; this means you identify actions and activities that you communicate at every level within your team which in turn deliver MSI's vision. You bring people together to work towards a common vision, providing clear direction, motivation and inspiration. You place MSI's gain above personal gain. You are a recognised ambassador for MSI externally.

Team Member Behaviours

- **Show initiative:** you think ahead and take action to make the most of opportunities by finding the best solution
- **Innovate:** you think creatively and suggest ideas that lead to a positive outcome
- **Communicate:** you demonstrate that you are listening and asking the right questions, using appropriate body language, ensuring all information you share is clear and concise
- **Be responsive:** you respond positively when priorities change and others seek your support
- **Work efficiently:** you plan, prioritise and organise your work, to ensure it is delivered accurately and on time
- **Share information:** you share information and knowledge to help others and keep it confidential when appropriate to do so
- **Focus on learning:** you keep your knowledge and skills up to date and take responsibility to discuss your development with your manager and find solutions
- **Show commitment:** you understand MSI's goals, vision and values and how your role impacts on these and are happy to put in extra effort to meet the requirements of your role
- **Be accountable:** you take responsibility for the decisions that you make and the actions and behaviours you demonstrate
- **Embrace change:** when faced with change, you support this by behaving positively and adjusting plans/activities accordingly
- **Keep motivated:** you are motivated and determined to achieve high quality results in all that you do
- **Be a team player:** you work as part of a team, demonstrating support, flexibility and respect for others.

MSI Core Values

- **Mission driven:** we go to work every day to enable more women to have children by choice, not chance
- **Customer focussed:** we meet the needs and exceed the expectations of all our customers: service users, donors, host governments and fellow team members
- **Results orientated:** we achieve high quality, measurable outcomes, rather than focusing on inputs or processes
- **Pioneering:** through learning, innovation, and risk taking, we remain at the forefront of family planning, safe abortion and reproductive healthcare globally
- **Sustainable:** we build effective programmes and change behaviours which will have lasting impact for individuals, their communities and their countries
- **People-centred:** our continued success depends on the creativity, commitment and courage of MSI team members worldwide.

MSIA is a child-safe organisation and has zero tolerance for sexual exploitation abuse and harassment. All successful applicants will be required to abide by our Child Safeguarding Code of Conduct and our Global Code of Conduct in addition to undergoing a police check prior to commencement.

Probationary Period	3 Months	Working with Children	No
International Travel	Yes	Contact with Children	This position may include contact with children.