



Program Manager – Gender and WASH Job Description

Position Overview

Title: Program Manager – Gender and WASH

Location: Delhi/India

Reporting: Program Director - Sexual and Reproductive Health and Rights

Status: Full-time

Overview of the Organization:

Founded in 2000, CREA is an international feminist human rights organization based in New Delhi, India. It is one of the few feminist human rights organizations based in the global South, led by Southern feminists, working at community, national, regional, and international levels. Together with partners from a diverse range of human rights movements and networks, CREA's work focuses on building feminist leadership, strengthening movements, expanding sexual and reproductive freedoms, promoting rights-based approaches to reducing gender-based violence (GBV), and advancing the human rights of structurally excluded people.

Life at CREA

- ✓ We like to think of ourselves as a fearless, interrogative, colorful, edgy, sexy flock of birds flying freely to explore, to imagine and to build freedoms together.
- ✓ If you are one who is ready to challenge the system when it is needed, you could be one of us.
- ✓ If you believe you wish to build a world where an individual must have the agency and right to make choices about sexuality, reproduction and human rights, then you will find the room to explore here.
- ✓ Constant learning and sharing of knowledge is an expectation that team members have from CREA, and CREA from team members.

Position Overview:

The Program Manager – Gender and WASH will be responsible for developing ideas and plans across CREA's Strategic Objectives and geographies, along with senior team members; enrich and enhance thematic work with knowledge and nuance of local politics and language; and manage some of CREA's India community-based program implementation work. This position will be highly dynamic and requires excellent program management skills, leadership skills, analytical thinking and decision-making ability. Other important

aspects of this position include supporting strategy development and program monitoring, evaluation and learning, assisting in resource development vis-à-vis the programs and representing the organization at various fora.

The Program Manager – Gender and WASH will work closely with the Program Director – Sexual and Reproductive Health and Rights, as well as other Directors and Managers.

Major Duties and Responsibilities:

1. Program Management and Implementation

- Lead development, coordination, and supervision of high-quality programs in partnership with other teams.
- Identify cross cutting and intersectional aspects from within geography.
- Ensure program documentation, management and reporting is of the highest quality.
- Manage the Gender and WASH Program. This includes program design for working with WASH practitioners on gender, sexuality and rights; representing CREA in meetings; ensuring all reporting, decision-making, and other deadlines are met; developing and managing budgets that are on scope and time; managing the relationship with the partner organizations and trainers, diving deep into the evidence-based and current approaches in the WASH ecosystem,
- Contribute to the development of training curriculum for various actors for developing a gender lens.
- Develop rapport with multiple stakeholders for advancing gender lens in their perspective and implementation.
- Develop knowledge resources, annual program plans, work plans and budgets.
- Network with peers to stay connected with emerging opportunities and maintain current knowledge about trends, movements and policy developments.
- Ensure gender and social equity are designed into planning, management, and monitoring of WASH policies, services and practice in urban India.
- Ensure the integration of structurally excluded persons into the project.

2. Advocacy

- Actively build relationships with relevant government departments and stakeholders.
- Offer advice and assistance to assimilate a gender lens to the perspectives and policies of city, state and national governments, urban local bodies and municipalities.

3. Strategy

- Develop ideas and plans to deepen the impact of CREA's programs, using one or more of the core six CREA strategies
- Identify cross cutting and intersectional aspects in the context of each state

4. Monitoring, Evaluation and Learning

In collaboration with the MEL team:

- Analyze the project data and identify successes and gaps.
- Oversee design and implementation of necessary improvements based on data and learning.
- Ensure program progress and learnings are consistently documented.

5. Organizational Responsibilities

- Represent the organization at local and global fora.
- Assist in writing proposals.
- Ensure good quality and on-time donor reporting vis-à-vis programs.
- Participate actively in the implementation of the project and conceptualization of new areas of work
- Develop conceptual understanding on issues of gender, sexuality and human rights and its application to WASH.
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Qualifications, Experience and Competencies:

- Masters or equivalent degree in social work, community development, urban policy/development, public policy, gender studies, human rights law, and/or related fields.
- At least 5-7 years of experience of working in the area of programme management on issues of sexuality, gender, reproductive health, and/or human rights fields in India
- Strong content base and excellent writing skills
- Detail oriented and thorough, with the ability to self-motivate and produce high-quality work.
- Able to work across diverse time-zones.
- Fluent in English and Hindi languages (oral and written)
- Knowledge of information systems
- Excellent analytical skills; mature judgment combined with a proactive, energetic approach to problem solving
- Excellent interpersonal and team player skills
- Able to travel both nationally and internationally

Guiding principles for this work:

Diversity: being inclusive in work and approaches to ensure that the communities CREA works with are engaged, and that conversations, dialogues and priority setting is led by activists and movements.

Accessibility: ensuring that information, communication, spaces, and language are accessible to all without creating barriers.

Complicate: practising feminist politics of deep inclusion.

We Offer:

- We are committed to providing a working environment with constant learning and equal opportunity for all. We co-create an inclusive environment where diversity is valued. The salary range for this position is: INR 80,000 – 1,85,000 per month depending on qualification and experience.

- Leaves/Holidays:

- ❖ 20 days annual leave
- ❖ 12 holidays as per the CREA list of holidays
- ❖ 12 days of sick/casual leave

❖ One week of winter break at the end of the year

CREA promotes pluralism and equal opportunity, is committed to diversity in its staffing, and maintains an environment free of discriminatory employment practices. No individual shall be discriminated against because of their actual or perceived age, caste, class, disability, marital status, religion, sexual orientation, gender identity or sex characteristics. Compensation will be based on experience and internal equity. A generous benefit package is included.

Interested candidates who meet the required educational and experience requirements should send their CV along with a cover letter, current and expected salary to jobs@creaworld.org by **30th July 2023**. Please include the name of the position you are applying for in the subject line. Only shortlisted candidates will be contacted for an interview.

Thank you for your interest in CREA!