



JOB DESCRIPTION

Job Title:	GESI and Safeguarding Officer
Project:	WFP-GCF Funded Resilience Building Program in District Buner & Shangla
Department:	Institutional Partnerships Development
Reports to:	Project Manager / Head of Programs
Location:	Peshawar (with frequent visits to Buner & Shangla)
Contract Type:	Contractual (03 Months) - Extendable subject to Performance and availability of Funding
Gross Salary:	PKR 170,000/- to 180,000/-
Purpose	<p>GESI (Gender Equality and Social Inclusion) and Safeguarding Officer is responsible for delivering technical expertise to Muslim Hands (MH) in GESI mainstreaming and safeguarding initiatives, under the WFP-GCF funded resilience building programme. The role will mainly include the support provision in GESI analysis for the target districts, roll out of GESI action plan in each out of the programme, collection of GESI focused case studies and human-interest stories. The position will also support in rolling out of gender responsive and inclusive tools for monitoring and evaluation, inclusive data collection, conducting field-level monitoring to ensure compliance with programme design and build technical capacities of MH team on gender and inclusion mainstreaming in Buner and Shangla. The role focuses on enhancing programme quality and impact. The staff hired for this position, will uphold programme quality standards set by MH, WFP, and GCF at the field level. Close coordination with the Senior Technical Advisor GESI at WFP is required for technical guidance, including participation in monthly and quarterly meetings. The role will also ensure the safeguarding work at field level.</p>
Main Responsibilities	<p>GESI Responsibilities</p> <ol style="list-style-type: none"> 1. Support in conducting GESI analysis in Districts Buner and Shangla and implementation of the Gender Equality and Social Inclusion Action Plan in all programme outputs. 2. While implementing the Gender Equality and Social Inclusion Action Plan, regularly maintain coordination with the Technical Working Group on Gender and Inclusion. 3. Ensure GESI mainstreaming into the programme such as M&E plans and tools to ensure collection of desired gender and inclusion related data (Sex, age, Disability Disaggregated Data-SADD approach). 4. Work with the Project Manager to develop case studies and human-interest stories on the GESI mainstreaming into the programme theme. 5. Work with the M&E Coordinator and Project Manager to track performance and evaluate achievements according to the GESI indicators, as well as collecting data and evidence to support them.



	<ol style="list-style-type: none"> 6. Produce gender/equality/inclusion related communication reports as required by WFP. 7. Provide training and capacity building support to the field team and stakeholders on gender equality and integration of gender and inclusion in the programme interventions. 8. Facilitate knowledge building on gender related issues and contribute to the learning agenda. 9. Support in documentation of best practices, success stories, and lessons learned and package it for reports of programme. 10. Proactively attend Technical Working Group on Gender and inclusion for the programme. <p>Safeguarding Responsibilities</p> <ol style="list-style-type: none"> 1. Lead the safeguarding work in the programme's targeted districts (Buner and Shangla). 2. Raise awareness on the safeguarding policies (including WFP and GCF safeguarding policies). 3. Be aware of and support individuals from programme who wish to make a complaint and signpost them to the appropriate complaint mechanisms. 4. Provide survivor support to the survivors of any safeguarding violation. 5. Ensure access to an up-to-date directory of services and referral mapping within the local area. 6. Liaise with the Safeguarding focal person at the lead organization (WFP) for guidance and support.
<p>Required Qualification, Experience and Skills:</p>	<p>Education & Qualifications Required</p> <ul style="list-style-type: none"> • Postgraduate degree in Gender studies, Social Studies, Climate Change and Gender, Development Studies, or a related field. <p>Skills/Experience Required</p> <ul style="list-style-type: none"> • Minimum 4 years of experience (preferably with an INGO) in GESI/ gender mainstreaming and safeguarding / PSEAH. • Proven expertise in gender transformational approaches in the context of Pakistan. • Familiarity with Pakistan's gender policies and their intersection with climate policies, Disaster Risk Reduction (DRR) frameworks, and early warning systems.



	<ul style="list-style-type: none"> • Fluency in English; proficiency in Pashto and other local languages is an advantage. • Strong planning, decision-making, leadership, creativity, innovation, and influencing skills. • Experience working with local partners. • Excellent computing skills, including proficiency in Excel, Word, and email. • Adherence to MH, WFP, and GCF policies. • Commitment to equal opportunity, gender equality, and equity. <p>Problem Solving/Work Environment</p> <ul style="list-style-type: none"> • Excellent analytical and problem-solving skills with strong decision-making capacity. • Ability to work under pressure and meet strict deadlines.
<p>Additional Information (Safeguarding, Inclusion, and Application Requirements)</p>	<ul style="list-style-type: none"> • Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA). • As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview. • Muslim Hands has a ZERO tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics. • As part of the application process, all candidates must complete and submit a Self-Declaration of Criminal Convictions Form (attached with this Job Description). • We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization. • If this role aligns with your skills and values, we encourage you to apply by submitting a detailed CV along with Covering Letter. • Please note that only shortlisted candidates will be contacted. • We reserve the right to close the recruitment process early and make appointments before the closing date.