

**The Collective for Research and Training on Development – Action  
Gender Equality Team Coordinator**

**Full-Time Post – Immediate Recruitment – One year**

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The **Collective for Research and Training on Development – Action (CRTD.A)** is looking to recruit a coordinator for its **Gender Equality Team (GET)**.

**CRTD.A** is a Lebanese NGO based in Beirut and active in Lebanon and in a number of Arab countries since 1999. It seeks to further gender equality and social justice through focusing its programmes on gender and inclusive citizenship, women’s economic rights and empowerment and women’s leadership and public participation. **CRTD.A** is a partner of the **Women Learning Partnership-International** and the Regional Secretariat of the **Arab Equality without Reservation Coalition**.

Overall, the **GET** team works on key issues related to gender equality and women’s rights as well as women’s leadership and public participation. As such, **GET** focuses on inclusive citizenship as **GET** supports the Lebanon based Women’s Right to Nationality Campaign which also includes a regional outreach in addition to engaging in the organisation’s Active Citizenship and Gendered Social Entitlement initiative. **GET** uses multiple strategies including policy dialogue, community mobilisation, monitoring and action research, producing various forms of publications, knowledge dissemination as well as campaigning and lobbying. For more information, visit [www.crt-da.org.lb](http://www.crt-da.org.lb)

The **GET** team currently comprises three members (1 full-time and two part-time). One member of the team operates the **GET** legal hotline that serves women concerned with the nationality law and all three staff are involved in various activities involving grassroots mobilisation, capacity building, and knowledge production and dissemination.

***Responsibilities and tasks***

The **GET** coordinator is essentially expected to do the following:

***1) Further women’s citizenship and nationality rights through:***

- Contribute to the activities on the Nationality Campaign including grassroots mobilisation, support to the campaign Leading Committee and General Assembly
- Coordinate the Campaign's public events such as sit-ins, press conferences, etc...
- Oversee the operations of the **GET** legal hotline

**2) Engage in general policy dialogue for furthering women's equality and leadership through:**

- Monitor and document contextual changes which relate to and/or affect the work of the team
- Contribute to training and capacity building especially in relation to gender, citizenship, leadership and advocacy
- Contributes to developing communication and other policy material as required by the project

**3) Strengthen networking and public awareness with activists and women and civil society organisations through:**

- Contribute to the design and development of knowledge products such as newsletters, info sheets, etc...
- Strengthen and populate the existing social media tools;
- Develop links with women and civil organisations and network and build solid and sustainable alliances
- Carry out awareness linking sessions on gender equality and **CRTD.A** work

**As such, the GET coordinator is expected to perform the following tasks:**

1. Ensure that activities are implemented with the highest quality and efficiency;
2. Provide support and guidance to **GET** team and assists team members in delivering their tasks and in improving their skills and knowledge
3. Customize, update, maintain and upgrade the **GLIP** project monitoring and evaluation system and activities register on a daily, weekly and monthly basis
4. Compiles regular weekly and monthly reports using agreed reporting templates
5. Work as part of the **CRTD.A** overall team

**Required qualifications**

- a. University degree in social sciences or equivalent;
- b. At least 5 years experience in a similar field preferably with responsibilities to coordinate working teams;
- c. Understanding of gender equality issues in Lebanon and the region;
- d. Excellent verbal and written communication skills in Arabic and English (French is a plus);
- e. Mature and committed to social justice and gender equality;
- f. Ability to meet multiple deadlines.

**Deadline for application:** March 4, 2014

Interested candidates should submit a detailed CV, a motivation letter and three reference letters to [vacancy@crt-da.org.lb](mailto:vacancy@crt-da.org.lb). Please write: "**GET Coord**" in the subject line

Only short-listed candidates will be contacted. No phone calls please.