

Position Name: Human Rights/Gender/Civil Society Adviser	Employment Regime: Seconded	
Ref. Number: MOL 49	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Deputy Head of Mission/Chief of Staff Office	Security Clearance Level:	Open to Contributing Third States: Yes

1. Reporting Line

The Human Rights/Gender/Civil Society Adviser reports to the Deputy Head of Mission.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate, for gender equality, gender mainstreaming and Women, Peace and Security related dimensions and ensure internal coordination and consistency;
- To advise Head of Mission and senior management on human rights and gender mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities and promote and facilitate the integration of a gender perspective within the functioning of the Mission;
- To ensure all human rights and gender aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents as well as provide systematic analyses and data collection;
- To coordinate and work closely with the Mission operational components and other Mission members to ensure coordination of crosscutting issues and that human rights and gender aspects are integrated while being consistent with the Mission Implementation Plan;
- To suggest mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality and mainstreaming;
- To ensure development and oversight of the implementation of the Mission Human Rights and Gender Action Plans
- To advise the Head of Mission and senior Mission management on the establishment and implementation of a human rights due diligence framework;
- To map and regularly engage with civil society organizations (CSOs) relevant to the Mission's mandate, to ensure the mission's awareness of their role and activities;
- To ensure the Mission leadership and key staff are up to date with the human rights situation and the implementation of the Women, Peace and Security agenda developments in the Mission area;
- To provide training to Mission members on human rights mainstreaming, human rights due diligence and gender equality;
- To contribute to Mission reporting and information flow on human rights and gender equality related aspects;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures aiming at integrating a gender and human rights perspective;
- To coordinate the internal Mission focal point network on crosscutting matters;
- To liaise and coordinate with other EU actors (including EU DEL) in an integrated approach as well as with local and international entities involved in the promotion and monitoring of human rights and in the promotion of gender equality, especially in light of the mandate;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor Degree; **OR** equivalent and attested police and/or and military education or training or an award of an equivalent rank;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated experience in gender mainstreaming;
- Knowledge of conducting gender analysis;
- Knowledge of human rights mainstreaming issues and tools as well as international human rights law and protection systems;
- Ability to communicate effectively with relevant stakeholders, including civil society.
- Drafting, analytical and reporting skills.

6. Desirable Qualifications and Experience:

- Successfully completed one of the established training courses for gender advisors;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Romanian and/or Russian Language.