



## Emergency WASH and Gender Advisor International Programs and Operations

Close Date: 11:59PM (AEST)  
Thursday 30 September 2021



Supporting women.  
Defeating poverty.

## Who is CARE Australia?

CARE Australia works to defeat global poverty by supporting women to create lasting change in their communities around the world. Our programs focus on women because we know that when one woman breaks free from poverty, she brings another four people with her — and that's a powerful multiplier.

We work in partnership with local community leaders to prepare for, respond to, and recover from humanitarian crises and shock. And we support people to determine their own futures by challenging unjust systems that keep people in poverty.

Our poverty-fighting programs work to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

CARE Australia is one member of the global CARE Confederation, working with communities all over the world — every one of us tightly focused on where we can each best support local communities to defeat poverty and social inequality.

CARE launched at the end of World War II, distributing packages of food and essential items to people whose homes, jobs, and way of life had been destroyed by war. Those first-ever CARE Packages became a global name for providing hope and compassion to those who needed it regardless of their religion, ethnicity, gender, or beliefs.

- In 2019-20, CARE Australia assisted 2.4 million people directly across 25 countries, with revenue of \$69.9 million.
- We responded to eight emergencies across 22 countries, and 1.3 million people received humanitarian assistance.
- The global Confederation worked in 104 countries around the world, implementing 1,349 poverty-fighting development and humanitarian aid projects, reaching more than 92 million people directly and 433 million people indirectly.

Photo Credit: (Cover page) John Hewat@CARE/ obtained with consent

## Position Description

### *Emergency WASH and Gender Advisor*

<b>Department:</b>	International Programs and Operations
<b>Location:</b>	Canberra, Melbourne or home based outside of Australia (options are limited to UK, Belgium, Vietnam, Cambodia, Laos, PNG, Timor Leste).
<b>Position reports to:</b>	CARE International Emergency WASH Team Leader
<b>Position Type:</b>	Full Time,Fixed Term 12 Months

### About CARE Australia

CARE Australia supports women around the globe to save lives, defeat poverty and achieve social justice. We work in partnership with local communities to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

### Background

CARE International (CI) has specialised capacity in four core sectors of humanitarian response: Emergency Shelter, Emergency Food Security, Emergency Water, Sanitation and Hygiene (WASH), and Sexual and Reproductive Health. The specialised emergency sector capacity is being developed by particular CARE International members, which host the respective capacity for the benefit of all of CI: CARE Australia hosts the emergency WASH sectoral team. Cash and voucher assistance is a cross-cutting modality and gender and GBV in emergencies are integrated in all of CARE's work.

### About the Role

The Emergency WASH – Gender Advisor function provides specialised support to CARE International emergency response programs in the Emergency Water, Sanitation and Hygiene (WASH) sector, with a focus on the particular capacities and, needs of people of all genders, in the framework of CARE International's overall humanitarian policies and emergency strategies. The Advisor will also have a role in integrating gender and in providing support on hygiene promotion and community mobilisation to CARE programs.

The role is responsible for ensuring a quality, gender-sensitive responsive approach to CARE's emergency WASH programming by:

- Deploying to emergency response locations to assess, design and implement emergency WASH programs which are acknowledged as sector-leading in respect to the different capacities and needs of women, men, girls and boys, and other

vulnerable groups;

- Providing remote support to CARE offices on technical issues of WASH and gender and hygiene promotion during emergency preparedness and response;
- Representing CARE's emergency WASH team within gender networks;
- Developing strategic partnerships and identifying funding opportunities to support CARE's work in the sector;
- Guiding learning and evaluation of CARE's gender issues within WASH programming, documenting evidence and practice; continuing development of CARE's WASH and Gender suite of tools; and contributing, as appropriate, to CARE International's overall humanitarian policies and strategies.

The role is hosted by CARE Australia on behalf of the CARE International Confederation and reports to CARE Australia, and it maintains close coordination and consultation with the CARE Emergency Group (CEG), other CI members and country offices. When working as part of a CI emergency assessment or response program the WASH – Gender Advisor may supervise other emergency staff for the temporary duration of the assignment.

The incumbent of this position will be required to travel for up to 60% of the time on emergency response deployments at short notice for periods of up to 8 weeks at a time. Travel could include capacity strengthening and emergency preparedness support to CARE Offices and partners, CARE emergency team meetings, trainings, and external events.

All CARE staff demonstrate a commitment to the prevention of sexual harassment, exploitation and abuse and the protection of children in their work.

### **Key Responsibilities**

1. Develop the CI WASH Team's technical capacity in gender and emergency WASH to substantiate CARE's position as a leading agency for gender issues within emergency response.
2. Ensure that country offices and CI members receive technical assistance in the emergency WASH sector in order that all CARE interventions in the sector meet established quality criteria. Deploy as necessary to provide technical assistance in country.
3. Provide technical support and guidance to team colleagues and field staff on gender issues and hygiene promotion/behaviour change.
4. Capacity building strengthening of CARE and partners on gender and WASH, including development, trailing and dissemination of gender and WASH training materials.

5. Represent CARE emergency WASH team in external fora on gender, hygiene promotion and as necessary other elements of WASH.
6. Documentation and dissemination of best practice and lessons learnt on gender, hygiene and WASH through case studies, blogs, websites, newsletters etc. and at sector events.
7. Proactive and regular liaison with other sectoral teams (shelter, food security and sexual and reproductive health) on incorporation of gender into sector work.

### **Selection Criteria**

1. At least five years cumulative experience in emergency response / humanitarian aid, preferably across diverse contexts, with exposure to preparedness, response and Disaster Risk Reduction as well as academic qualifications, preferably to Masters level, in a relevant field (development studies, public health engineering, public health, gender studies, community development etc.).
2. Demonstrated ability to design and manage appropriate emergency WASH programs, with specialist skills in hygiene promotion, public health engineering, or WASH coordination, or (ideally) a combination of these.
3. Proven experience of gender in emergencies especially gender mainstreaming including rapid gender analysis/gender assessment, implementation of specific Gender equality programming, monitoring and evaluation, and an understanding of gender-based violence in the context of emergencies and WASH.
4. Excellent representation and negotiation skills with stakeholders including donors, the WASH Cluster, gender specialist networks, the UN and other INGOs.
5. Demonstrated high level of communication and interpersonal skills including the ability to create and foster collaborative and productive relationships with internal clients and external organisations. Highly desirable language skills: English fluency and preferably a second relevant language (e.g. French, Spanish or Arabic).
6. Proven leadership ability and personal attributes of a high order including, strong initiative and drive and, a record of innovation and achievement, and influencing skills.
7. Demonstrated ability to respond effectively to challenges, with the ability to work independently in a geographically dispersed team as well as to work effectively in a small, diverse and busy team environment, occasionally in difficult circumstances with poor living conditions.

Approved  
Director, International Programs and Operations  
June 2021

## CARE Australia Terms and Conditions for Overseas based staff

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<b>Employment Type:</b>	Fixed Term 12 Months, Full Time
<b>Position Title:</b>	Emergency WASH and Gender Advisor
<b>Status:</b>	Unaccompanied
<b>Location:</b>	Canberra, Melbourne or home based outside of Australia (options are limited to UK, Belgium, Vietnam, Cambodia, Laos, PNG, Timor Leste).

*Note : Applicants should identify your preferred location and must demonstrate that you have the right to work in that country.*

### **Full Time Annual Remuneration Package (applicants based outside of Australia):**

USD 75,591	Base Salary
USD 7,559	10% Superannuation or cash in lieu (or to be confirmed according to the location)
<b>USD 83,150</b>	<b>Total Package</b>

*This is the gross annual remuneration package for **Non-Australian Applicants**. Salary payments will be subject to the deduction of any applicable tax, including the local personal income taxes of the country in which the employee works, and/or the income taxes of Australia or their home country, as required by law. All staff are responsible for their own personal income tax arrangements and are encouraged to seek professional tax advice.*

*Non-Australian expatriate staff have the responsibility to investigate any requirements or obligations on their part to make payment of any income related taxation which may apply to them depending on their deemed country of residence.*

### **Full Time Salary Range (applicants based in Australia): CARE Band 5(\$87,350 - \$95,270)**

AUD 87,350	Base Salary
AUD 8,735	10% Superannuation
<b>AUD 96,085</b>	<b>Total Package</b>

*We offer salary packaging options to all Australian-based employees.*

*Salary packaging can reduce your income tax by allowing you to pay for certain expenses with pre-tax dollars. You have the option to salary package your mortgage, rent, rates, loans, school fees, and more. This packaging arrangement means the base salary has a higher overall commercial value.*

*To understand how this could impact on you, you may wish to seek independent financial advice. Full details will be given to short-listed candidates if requested. requirements in the country in which you will be working. It is recommended that you seek independent financial advice.*

## How to apply and additional information

### To apply:

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To apply for a job with CARE Australia, please review the Candidate Information Pack and complete the online application form linked to the relevant vacancy on our careers page (<https://careaustralia.connxcareers.com/Job/ViewJobs>). Please ensure you attach your CV and a cover letter addressing how your experience matches each selection criteria. Only applicants that fully address the criteria will be considered. Once you have submitted your application you will receive an automatic confirmation of receipt.

**Applications close:** 11:59pm (Australian Eastern Standard Time), 30 September 2021

**Before submitting your application, please ensure you can answer 'yes' to the following:**

1. Have you thoroughly reviewed the candidate information pack, including the terms and conditions for the role?
2. Have you completed the online application form?
3. Have you uploaded your CV?
4. Is your application succinct and informative?

### Questions about the role?

Please contact Nick Brooks, Emergency WASH Team Leader, on [Brooksn@careinternational.org](mailto:Brooksn@careinternational.org) (please do **not** email applications to this address).

## Child Protection and Protection from Sexual Harassment, Exploitation and Abuse (PSHEA)

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We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks including police checks and

background checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.

CARE Australia will seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to CARE Australia requesting the information specified above.

To find out more, please contact the Human Resources Manager.

## Gender, diversity and inclusion

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CARE Australia respects and values diversity, and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. We are committed to embedding gender equality, diversity and inclusion throughout our organisational practices and in the programs we deliver and this commitment is reflected in all of our processes and policies, including recruitment and selection.

Our selection decisions embody transparency and fairness from the outset of a recruitment process through to the selection decision. This is demonstrated through advertising roles as broadly as possible and basing the selection of the successful applicant on merit. We endeavour to mitigate potential bias through our selection committee shortlisting processes by ensuring all selection committees are comprised of gender balance and independence.

To ensure all candidates can compete on an equal basis in the application and interview process, CARE will provide reasonable accommodation for assistance where requested. If you have any requirements that need to be considered as part of your application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

## The recruitment process and expected timeframes

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CARE Australia appreciates the time and effort taken to apply for a position with us. We are committed to ensuring all recruitment processes are fair, efficient and transparent and we are committed to equal opportunity and diversity in the workplace. Below is some information on how our recruitment processes generally work and expected timeframes:

- All vacant positions are advertised on our website;
- Unless otherwise stated, roles are advertised for a minimum of 2 weeks;

- We aim to complete the short-listing process within 2-4 weeks following the close date of applications;
- Selection committee interviews are held for a select number of candidates either face-to-face or via the telephone, ideally within a month following application close date;
- Additional background checks may be required prior to interview such as Working with Children, Criminal History, Right to Work and Working Visas;
- Referee checking of the preferred candidates happens in the week following interviews. Referees will not be contacted without prior permission; and
- An Offer of Employment will ideally be made within a week of interviews.

If you have any requirements that need to be considered as part of this application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

## Tips on how to prepare your application

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Your application is the first step towards a rewarding career with CARE Australia and our first impression of you. Therefore, it is important that you give yourself the strongest opportunity to succeed right from the beginning.

To improve your chances of selection we recommended that you:

- Thoroughly research CARE Australia, including our organisational goals, values, mission and vision;
- Carefully read the Position Description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications;
- Carefully read the Terms and Conditions and check whether you are eligible to apply, and that the salary and entitlements match your expectations; and
- If you wish to discuss the position, the selection process and the work environment, please phone the contact officer outlined in the candidate information pack.

To ensure your application is submitted correctly, please follow the online directions, complete all the necessary fields and provide all the relevant information. The steps are as follows:

1. Prepare your CV which clearly outlines your qualifications, contact details, career history, including your responsibilities and achievements in each of your roles, and any other relevant information.
2. An 'Apply Now' button can be found at the bottom of each vacancy announcement. This will take you to our online application form to complete.
3. Once you have completed the online cover form you will be prompted to upload your CV and cover letter to finalise your application before clicking 'Apply Now'. Once you have submitted your application you will receive an automatic confirmation of receipt.

To ensure an informed assessment of your suitability and claims for the position is conducted it is recommended that you complete all parts in the application process.

## Tips on how to prepare a CV

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Your CV is one of the most useful tools in demonstrating your suitability for a role. When preparing your CV it is important to remember the following:

- Keep it simple and succinct, we recommend approximately 2-4 pages;
- List your relevant work experience in chronological order, starting from your current or most recent role;

- Do not just outline each position and employer, be sure to include your responsibilities and achievements whilst in each position;
- Ensure relevant personal information is provided such as your name, contact number, address and email address as well as any period where you might be un-contactable;
- List your qualifications, the institute in which you received them and the year;
- Outline at least 2 professional referees, their current role, contact details and their relationship with you. Friends, colleagues and associates are not suitable as referees;
- Explain any gaps in your career (travel, having a family etc);
- Outline any relevant volunteering opportunities;
- Do not use abbreviations, slang or jargon; and
- There is no need to insert pictures or graphics, or attach any certificates or referee reports.

## Tips on how to respond to selection criteria

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If addressing the selection criteria it is important to:

- Provide a clear and succinct statement against each selection criteria. We recommend approximately half a page for each criterion;
- Ensure you clearly understand what is meant by each criterion before preparing your response;
- Briefly outline how your skills, experience, qualities and knowledge enable you to meet the criteria and perform highly in the role, include an overview of your relevant experience, responsibilities, achievements and examples to demonstrate your suitability for the position. Your resume is a good place to look first at determining your relevant skills, experience and achievements;
- Use relevant and specific examples to support your claims, and clearly outline what your role was in the example;
- When structuring your responses you may consider utilising is the STAR model – that is:
  - Situation** – provide a brief outline of the situation or setting
  - Task** – outline what you did
  - Approach or action** – outline how you did it
  - Result** – describe the outcomes
- Be honest and factual; and
- Edit, proof and re-read several times to ensure there are no errors and that you have answered all aspects of the criterion.

## Why work for us?

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CARE Australia is one of Australia's largest international aid and development agencies. By working for CARE Australia, you will make a direct contribution to the ongoing fight to address global poverty. As an organisation that pursues best practice in the work we do, we seek to support our staff through offering a comprehensive package of salary and benefits to complement and enhance your work with us.

Here is a brief list of some of the benefits available to CARE Australia staff. Note that outside of Australia, some benefits may vary from country to country to take into account local needs and differences.

## Workplace diversity and flexibility

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CARE Australia is proud to be an equal opportunity employer. We value diversity and encourage applications from people living with a disability and/or have lived experience of disability. We also encourage Aboriginal and Torres Strait Islander people, and those from culturally and linguistically diverse backgrounds to apply.

As part of our business commitment to Gender Equity and Diversity, we recognise that our staff may need flexibility to manage their life outside of the office. At CARE Australia, we have a range of creative solutions that may be negotiated where possible, on a case-by-case basis, to help you balance work with life. Examples include alternative or reduced hours or job sharing arrangements.

## Performance management

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Our performance management framework helps you work closely with your manager to plan, manage, review and give feedback about your performance throughout the year, leading to a salary review based on your continuous improvement. Team work is part of our culture and we provide training to our staff and managers in communication and decision making skills to ensure we remain engaged with the work we do.

## Leave entitlements

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CARE Australia employees have access to standard annual, personal leave and additional leave in recognition of long service. We have paid Parental leave, and for eligible staff on

overseas postings we offer rest and rehabilitation leave and annual home leave in recognition of difficult working conditions.

## Professional development

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Our employees are amongst the best in their fields, and if an opportunity exists to help you continue to build your professional skills and prepare for future aspirations, our Professional Development opportunities will help you do just that. Ongoing staff who have been with us for longer than 12 months have the chance to apply for our Study Support scheme – helping you with reimbursements towards gaining a formal tertiary qualification.

## Employee Assistance Program

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Our company-paid Employee Assistance Program provides support to our staff and their immediate family members through a free counselling service where any work or personal issues can be discussed confidentially.

Please note, this represents just a small selection of the benefits available to CARE Australia staff and does not constitute a legally binding document. Entitlements and other development opportunities are often subject to a qualifying period.

## Privacy Statement

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Your privacy is important to CARE Australia (CARE). Please read this privacy policy carefully as it describes how we handle your personal information.

CARE is committed to protecting and securing the privacy and confidentiality of your personal information. If at any point you want to know more about our policy, or are worried about your own details, or have ideas on how we can improve our practices, do let us know via [jobs@care.org.au](mailto:jobs@care.org.au).

Importantly, CARE is bound by the Privacy Act 1998 (Cth) (the “**Privacy Act**”) and the privacy provisions of other applicable legislation. In particular, CARE must adhere to the *Australian Privacy Principles* (“**APPs**”) in relation to collecting, holding, using, disclosing, securing and allowing access to your personal information.

We may revise this privacy policy from time to time by publishing a revised version on our website. That revised version takes effect from the time it is published.

## Collection of personal information

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CARE collects and uses personal information about you in relation to your application for employment of volunteer/intern engagements with CARE.

Your information is collected from you at the time you complete your application for employment or volunteer/intern engagement through our recruitment system. From time to time we may obtain personal information from third parties such as referee reports. When we do so, we will take reasonable steps to ensure that we make you aware of the collection of your information in accordance with Australian privacy law.

‘Personal information’ simply put is any information or opinion that can identify or be used to identify you.

During our recruitment process, CARE may conduct some or all of the following pre-employment screening checks:

- Confirmation of qualification/education levels;
- Confirmation of previous employment;
- Criminal history/background checks;
- Working with vulnerable children;
- Health check; and

- Reference checks.

## Why does CARE Australia collect this information?

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- To determine your suitability for employment or volunteer/intern engagement.
- So we can complete all necessary steps in preparing you for your employment or volunteer/intern engagement should you be successful.
- So we can contract you about your current application or future employment or volunteer/intern opportunity.

## Disclosure of personal information

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The information you provide us with will be disclosed to the CARE HR Branch and selection committee members directly involved with the recruitment process.

## How CARE stores your personal information

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Your information will be stored by our e-recruitment provider in the cloud on services located in Australia. We require this third party provider, through our agreements with them, to comply with our security guidelines and privacy laws.

## Access to personal information outside Australia

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We are an international organisation with internal information sharing between our country offices. This means that it is possible your personal information may be shared with our offices based outside Australia if selection committee members are based overseas.