

## DOT Gender, Inclusion and Safeguarding Officer

**Location:** Zambia

**Status:** Part-time consultancy (2 -3 days/week)

**Language requirements:** English essential, French an asset

**Duration:** February 2025 to December 2025

### Who We Are:

Digital Opportunity Trust (DOT) is a Canadian non-profit organization, with headquarters in Ottawa, Canada and operations spanning 12 countries. We have local offices in Tanzania, Ethiopia, Rwanda, Kenya, Lebanon, Jordan, Canada, and the UK. Our programs also extend to Côte d'Ivoire, Ghana, Uganda, Malawi, and Zambia through affiliations with youth-led organizations. We are a vibrant youth-driven community of trailblazing social pioneers equipped with the necessary tools, knowledge, and networks to create opportunities and drive transformation within their communities. We strive to foster youth potential, bridge digital gaps across communities, and inspire young individuals to partake in an all-inclusive digital economy.

DOT is now launching a project entitled *Going Beyond - Partnering for a Youth-Led Future*. The *Going Beyond* project aims to scale DOT's evidence-based and peer-to-peer model within four African countries - Côte d'Ivoire, Malawi, Tanzania and Zambia. The "Going Beyond" project will engage youth-led and youth-serving organizations (YLOs and YSOs) in the selected African countries, and DOT's Regional technical teams will build their capacity to deliver youth-led, high-quality, gender-responsive, digital livelihoods programming to reach thousands of local young women and men.

### The Opportunity:

We are seeking an enthusiastic, creative individual to fill the important role of Gender, Inclusion, and Safeguarding Officer for DOT's *Going Beyond* project. Located in Zambia, the *Going Beyond* Gender, Inclusion, and Safeguarding Officer will report to DOT's Deputy Director of Gender, Inclusion and Safeguarding, and will join *Going Beyond*'s Gender & Inclusion technical team within the Programs and Impact Team, working closely with other departments, including Program Development, MERL, Marketing and Communications, and Technology, and teams across DOT's different countries of operations.

The Gender and Safeguarding Officer will provide technical support to the *Going Beyond* project, including supporting the integration of gender transformative approaches and activities in program design and implementation, monitoring and reporting on gender equality issues, and coordination across teams on gender equity initiatives to ensure the meaningful inclusion of underserved groups of youth including young women, youth with disabilities and refugee youth. Additionally, the Officer will also serve as a focal point for

safeguarding in the region, actively promoting and actioning DOT's policy and procedures for the Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) for all DOT employees, project partners and associated personnel, and youth participants. This role will also require some regional travel to project contexts, including training and monitoring partners across the country.

As the successful candidate for this mid-career position, you have a strong understanding of gender equity approaches, intersectionality, and gender mainstreaming as they relate to the implementation of youth education and skills building initiatives, and a passion for advancing women's empowerment and gender transformative change. You have experience with safeguarding concepts and actioning policies and maintaining safeguarding systems and practices. You have a proven track record in implementing and supporting team members to develop and maintain gender-responsive systems, processes, and tools. You are a self-starter who takes initiative and is excited by working in a highly dynamic, collaborative and cross-cultural environment.

### **Responsibilities:**

#### **Gender Equality (GE) (50% LOE)**

- Collaborate with DOT's network-wide Gender team to deliver high-quality GE technical assistance to diverse teams across the organization, including program design, delivery and measurement teams;
- Provide technical support to design and facilitate the delivery of gender equality and social inclusion training and capacity strengthening programs for staff of youth-serving and youth-led organizations, and youth leaders deployed to deliver Going Beyond training to their youth peers;
- Provide support and monitoring of project activities and outcomes to ensure implementing partners' accountability for program quality and impact for young women, persons with disabilities (PWDs), and refugee youth in the Going Beyond project;
- Support the implementation of Going Beyond's M&E systems to document the reach and impact using gender-sensitive and intersectional approaches, and qualitative tool design and analysis, building a solid evidence base for DOT's gender-responsive and gender-transformative work;
- Support the documentation of learning around performance, challenges, and proposed recommendations for improvement, and the iteration of project design and implementation approaches to improve relevance, accessibility, and impact of the Going Beyond project for underserved groups of youth, especially young women, PWDs, and refugee youth;
- Support the development, evaluation and revision of strategies for gender equity and the inclusion of diverse groups of youth, and provide support to localize project strategies, activities, and implementation plans;

- Contribute to project reports and documents as required;
- Participate in project coordination meetings and workshops as required.

### **Safeguarding (50% LOE)**

- Provide awareness-raising sessions on PSEAH for DOT staff, Youth-serving and Youth-led organizations and other project personnel on a regular basis;
- Support the design and delivery of training on safeguarding, DOT's PSEAH policy, approaches to keeping people safe, and reporting mechanisms for all program participants, including Youth-serving and Youth-led organization staff, and youth participants;
- Work with DOT teams and Youth-serving and Youth-led organizations to develop and maintain localized and vetted referral systems, and provide support to maintain and improve systems to respond to any incidents of SEAH;
- Provide survivor-centered and trauma-informed support to staff, participants and community stakeholders, serving as a trusted focal point to receive safeguarding complaints/reports, support survivors of SEAH, and collaborate with safeguarding response team (DOT staff and Youth-serving and Youth-led organization staff);
- Work with DOT teams and Youth-serving and Youth-led organizations to monitor the implementation of safeguarding policies, codes of conduct, and procedures;
- Ensure that all materials pertaining to complaints are handled in strict confidence and in line with applicable grievance and complaint handling procedures.

### **Qualifications:**

- Passionate about building inclusive communities that can support all young people to thrive, and demonstrated commitment to championing the leadership of young people, especially young women;
- Undergraduate degree in Sociology, Gender Studies, International Development or a related field, graduate degree is an asset;
- A minimum of 3-5 years of experience in integrating and advancing gender equality within community-based education and/or entrepreneurship support initiatives or related international development projects;
- Strong understanding of GE frameworks and methodologies, including gender equity, and intersectionality, and experience implementing GE project strategies using these approaches;
- Technical experience in DOT's areas of programming: entrepreneurship and economic empowerment, digital engagement and innovation, and youth leadership;
- Prior experience contributing to the strengthening of individual and organizational capacity in GE and safeguarding (e.g. facilitating training of staff, facilitating training of program participants, development of new tools and processes, etc);
- Knowledge of safeguarding best practices related to accountability, protection, women and children's rights, and the prevention of SEAH;

- Strong communication and cross-cultural collaboration skills with experience engaging with diverse stakeholder groups, and ability meet tight deadlines with an emphasis on producing quality products;
- Proven ability to work productively with a variety of community stakeholders to lead participatory processes, such as co-design workshops with young people;
- Experience supporting the design and delivery of accessible programs for people living with disabilities, and building organizational awareness and strengthening the capacity of project stakeholders to equitably meet the needs of this target group;
- Ability to think critically, creatively and innovatively to bring value across the multiple teams engaging in the project;
- Professional fluency in French and English.

#### What DOT Offers:

- Compensation that is competitive with local markets, and recognizes the importance of this role to DOT's operations and mission;
- Flexible working arrangements;
- Opportunities for professional growth and development;
- Opportunity to work with a dynamic global team committed to young people's leadership and gender-transformative change.

#### To Apply:

To apply, please complete this form <https://forms.gle/pk3Q3ZJfHuqazmMf7> by December 23, 2024. **A Google account is required to view this form and upload documents.** While we appreciate all applications, only those shortlisted for an interview will be contacted in early January 2025.

DOT celebrates diversity and is dedicated to cultivating an inclusive environment that values cross-cultural understanding. We strongly encourage applications from women, people with disabilities, and those from gender and sexually diverse communities and/or those with intersectional identities. DOT ensures accommodations for individuals with disabilities during the recruitment and selection process. Please indicate any need for accommodations in your application.