

## **JOB DESCRIPTION**

### **Gender, Diversity and Inclusion Officer**

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| <b>Role</b>                        | Gender, Diversity and Inclusion Officer (GD&I Officer)  |
| <b>Responsible for</b>             | Directing and coordinating our efforts to build and deliver an inclusive culture across the Network and ensure that diversity, equality, and inclusion are central to all that we do. As the technical expert in the area, the GD&I Officer will lead and guide the development and implementation of WADEMOS' overall gender, diversity and inclusion policy and action plan as well as manage capacity building and other initiatives and programs that support the overall objectives and goals. |
| <b>Location</b>                    | Accra, Ghana  |
| <b>Reports to</b>                  | Network Coordinator   |
| <b>Direct Working Relationship</b> | Project Coordinators, M&E Officer, Communication & Digital Platforms Officer, Grant Officer, Research Assistant, and Project Assistant  |
| <b>Duration</b>                    | 3 years   |

### **Organizational Overview**

#### **West Africa Democracy Solidarity Network ("WADEMOS")**

WADEMOS is one of the regional projects of the Ghana Center for Democratic Development (CDD-Ghana), a civil society organization dedicated to promoting and strengthening democracy, good governance, and inclusive development, through research, analysis, education, and advocacy. Conceived as a transnational democracy solidarity network, WADEMOS aims to mobilize, coordinate, and leverage the collective power of civil society and other pro-democracy actors, resources, and opportunities within the West African region to advance, defend, and reinvigorate democracy and promote democratic norms and reforms in the sub-region, including through engagement with regional institutions and instruments. WADEMOS seeks, among other things, to build and sustain solidarity within civil society, media, and social movements, including women and youth-led activists and organizations, to respond effectively to the urgent problem of democratic backsliding in the ECOWAS region. The Project Management Unit (PMU) or secretariat of WADEMOS is located at CDD-Ghana's office in Accra, Ghana.

### **Role Overview**

The Gender, Diversity and Inclusion Officer will guide and coordinate the development and implementation of initiatives, policies, and plans that create and foster a diverse and an open and inclusive environment and culture across the WADEMOS Network. The GD&I Officer will assist project management to provide strategic direction and leadership in ensuring that gender, diversity and

inclusion receive due priority and visibility and are deliberately and effectively promoted as a critical component of WADEMOS programming.

## **Essential duties**

### **A. Leadership, strategic planning, and management**

- Assist Network Coordinator to provide vision and leadership that makes WADEMOS inclusive and diversity-sensitive
- Work closely with network members and stakeholders, diversity point people and institutions, and the WADEMOS community to shape and implement investments, plans, and strategies aligned with institutional goals to create a diverse and inclusive environment for all in the Sub-region
- Assists the Network Coordinator in facilitating and coordinating WADEMOS strategic planning and prioritization in the areas of diversity and inclusion; conducting periodic climate surveys; and working collaboratively to develop and implement strategies and initiatives that advance a climate of diversity and inclusion that supports the WADEMOS mission
- Collaborate with network members and stakeholders to integrate best practices into institutional employment and workplace practices, including business practices and programming
- Engage appropriate stakeholders, develop, implements, operationalize, and measure WADEMOS strategic diversity and inclusion plan, vision, and related goals

### **B. Education, Communication, and Outreach**

- Coordinate a wide variety of diverse programming within WADEMOS and its network addressing all dimensions of diversity and inclusion
- Work with the Communication and Digital Officer to plan public events about diversity and inclusion
- Propose and/or develop institutional programming related to diversity and inclusion, including employee developmental programs in areas such as cultural competencies and cultivating and retaining future leaders from diverse backgrounds
- Deploy and measures initiatives aimed at the promotion of diversity and cultural competence in the network
- Facilitate group discussions and town hall meetings in response to regional, continental and global events related to diversity and inclusion
- Liaise with the Communication and Digital Officer to establish effective modes of communication about ongoing diversity and inclusion within WADEMOS
- Create and implement communications strategies and content management for training, web resources, social media, and print materials to support diversity inclusion and related initiatives
- Serves as the spokesperson for WADEMOS on matters related to diversity and inclusion

- Form and cultivate strategic partnerships with individuals and organizations outside the network to help further its diversity agenda

## Qualifications and requirements

### Minimum Requirements

- Bachelor's degree, preferably post-graduate studies or degree in gender studies, psychology, law, social work, sociology, development studies, or related field
- A minimum of 5 years of progressively responsible professional experience and demonstrated track record of having undertaken and led substantive programming and research on diversity and inclusion programming
- Strong substantive, technical, programmatic, and research skills in diversity and inclusion
- Ability to communicate and inspire others
- Ability to influence, network, and collaborate with government, NGOs, donors, and other stakeholders (both mainstream and diversity and inclusion specific)

### Technical/Functional Competencies

- Strong management skills:
  - Ability to handle multiple “priority” projects simultaneously, set and meet deadlines, ensure that partners do the same
  - Ability to manage own work with little supervision
- Demonstrable capacity for evidence-based decision-making and sound judgment
- Proven experience getting results from geographically dispersed and informally managed people
- Problem-solving ability, creative resourcefulness, and innovation
- Strong written and verbal communication skills
- Proficiency in English required. Knowledge of French is a major advantage.
- Flexibility and willingness to work during odd hours, including holidays and weekends on a wide range of tasks
- Knowledge of the West Africa Sub-region, ECOWAS, and the AU
- Available for frequent travel

### How to apply:

Interested candidates should submit a CV and a one-page cover letter via email to [jobs@cddgh.org](mailto:jobs@cddgh.org) and copy [s.fenny@cddgh.org](mailto:s.fenny@cddgh.org). Please indicate the position you are applying for in the subject of the email.

Deadline for application: Thursday, October 20, 2022.