



**Power Up!**  
**Women Advocate for Bodies, Voices and Resources Consortium**

**JOB VACANCY**

<b>Job Title:</b>	Knowledge and MEL Specialist
<b>Location:</b>	Remote (preference for location in Asia, Southern Africa, East Africa & MENA regions)
<b>Salary:</b>	Competitive; based on experience
<b>Start date/Duration:</b>	1 February 2024 –31 January 2025 (with possibility of extension)
<b>Reports to:</b>	Power Up! Coordinator

**About Power Up! & project background**

The Power Up! Consortium is an alliance of women’s rights organisations including JASS (Just Associates), Yayasan Pemberdayaan Perempuan Kepala Keluarga (PEKKA), and Gender at Work (G@W). Power Up! works in strategic partnership with the Ministry of Foreign Affairs of the Netherlands (MFA). Collaborating in a 5-year programme (2021-2025), the Consortium engages with womxn<sup>1</sup> human rights defenders (WHRD) and their organisations and networks to build, organise, mobilise and transform power around three strategic agendas – bodies, voices and resources. Our aims are the prevention and elimination of sexual and gender-based violence against womxn and girls; strengthening womxn’s leadership and womxn’s participation in (political) decision-making; and strengthening womxn’s strategies for economic resilience and stability, including access to and control of resources and land. Within this, the partnership focuses on amplifying the voices, agency and leadership of constituencies that have been marginalised in their communities and social movements (LBQ women, HIV+ women, sex workers, women workers and rural and indigenous women). Their capacity to sustain pressure and influence policies, resources, institutions, and social norms is essential to the advancement of gender equality and womxn’s rights at all levels and to ensure womxn’s greater safety in the face of increased backlash and violence. The consortium’s work is spread across 6 geographic regions (17 countries) and prioritises Eastern Africa, Southern Africa and South and Southeast Asia.

**Objective of the Role**

Power Up! is seeking a full time feminist Knowledge & MEL Specialist to work and collaborate with a passionate team of feminist movement builders and development practitioners in documenting and sharing key learnings related to the consortium’s feminist approaches and its strategic agenda on bodies, voices and resources. The role will also lead the writing and consolidation of the consortium’s annual narrative plans and reports for sharing with its external programme stakeholders including the

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<sup>1</sup> For PUI, ‘womxn’ includes young womxn, non-binary, intersex and trans people because they, like womxn, face gender-based discrimination and oppression by the patriarchal system.



Dutch Ministry of Foreign Affairs. The role entails great coordination and communication skills, as well as experience in producing feminist research and knowledge products.

This is a remote position with preference for location in Southern Africa, East Africa, Asia and MENA regions).

## **Job Description**

### **Knowledge production, sharing and learning (40%)**

- Ensure that feminist analysis and intersectional lens are effectively adopted/reflected in work plans, reports, research, and knowledge products and integrated throughout advocacy and communication activities;
- Lead the documentation, analysis and dissemination/sharing of key findings from research and learning initiatives;
- Coordinate quality assurance of the knowledge and communication products, ensuring alignment of messaging and its usefulness for programme and influencing decision-making, as well as robustly demonstrating PU!'s impact;
- Proactively harness knowledge from learning exchanges, researches and evaluations to generate solid evidence for programme, influencing initiatives and program design;
- Promote cross country/regional knowledge exchange and learning among PU! members, local partners and other relevant allies to support solidarity and alliance building; and;
- Effectively identify needs and coordinate follow-up actions to address knowledge gaps/opportunities, and/or address programme implications generated by the knowledge generation/learning activities related to feminist economic justice and LGBTQI+ groups/collectives.

### **MEL Coordination (60%)**

- Lead the MEL Working Group; coordinate on all the monitoring, evaluation and learning activities, both the requirements from the Dutch MFA (including IATI) as well Power Up! learning agendas; ensuring a feminist approach.
- Support Consortium partners to adapt and improve their MEL systems to support their own and Power Up!'s learning, planning and reporting;
- Lead the consolidation of quantitative targets and results, as well as writing and consolidation of annual narrative plans and reports to demonstrate scale and impact of our work;
- Organise and facilitate joint planning and sense making sessions to learn from the activities and results of the PU! programme;
- Provide the Coordination Committee, MEL and Communications working groups with timely and accurate information to be able to steer the programme where necessary, support collaborative learning & decision-making and document the process for internal reference;
- Ensure data integrity of our evaluation work in our database and manage the tools and systems needed for tracking and reporting Power Up!'s performance;



- Participate in MFA trainings, meetings and webinars related to MEL to ensure relevant information shared with partners and identify areas where Power Up! can influence/contribute to the MFA learning agenda.
- Engaging with other Power of Women consortia to cross-pollinate and collaborate.
- Propose creative ways to improve MEL related processes that are less burdensome and align with the feminist MEL principles adopted by the consortium.

#### **Qualification/Experience:**

- Commitment to feminist intersectional values.
- Experience in social justice spaces, (eg. community organising, advocacy, or feminist movement building).
- Lived experience in at least one of the PU! regions is desirable.
- At least 5 years of demonstrable experience in PU! programme areas of work and/or strategic approaches (feminist MEL, capacity building, alliance building, advocacy, strategic communications, knowledge).
- Demonstrable knowledge and skills in applying feminist, decolonial and/or participatory forms of knowledge production, monitoring, evaluation and learning.
- Ability to lead multicultural and multilingual teams in MEL co-design, implementation, and coordination across diverse contexts. Experience with applying MEL to different needs, such as knowledge production and communications.
- Ability to design/simplify/adapt complex processes and tools in shifting contexts, and problem solving skills
- Experience with training and coaching teams on MEL knowledge and skills, particularly in diverse or cross-cultural settings with a range of skill levels
- Highly organised, curious driven, creative, resourceful and able to self-manage, prioritise multiple demands and meet deadlines.
- Excellent analytical, writing and editing skills (in English) particularly for narrative reports, synthesis of data, generating compelling stories of change.
- Comfortable working virtually, across time zones, with flexibility in working hours as needed.
- Ability to travel internationally as needed.
- Experience / comfortable navigating donor driven MEL requirements while holding feminist MEL principles
- English speaker and writer with strong preference for additional PU! language (Indonesian, French etc). Commitment to language and time justice.

#### **Salary and duration of contract**

JASS is committed to equitable salary and benefits based on roles and responsibilities, regardless of location. The salary range for the position is between USD 4,083 to USD 4,916 per month depending on



relevant years of experience, knowledge and skills. Benefits include employer-paid health insurance, generous vacation leave, national holidays and sick leave.

The initial offer of employment is for 1 year (with 3-month probationary period), with a possibility of renewal based on mutual satisfaction.

**How to Apply:**

Send the following materials (in English) to [lori@justassociates.org](mailto:lori@justassociates.org) with the subject 'Power Up Application – YOUR NAME':

1. Full CV (detailing the nature, scope and scale of responsibilities held)
2. A letter of intent (maximum 2 pages) highlighting relevant skills and experience for this position (please note where you learned about the vacancy)
3. Names and contact details of 2 professional references

The deadline for applications is **18 December 2023**. Due to the volume of applicants, only candidates who advance to interviews will be contacted. The successful candidate is expected to assume the role as soon as possible. Power Up! is not able to support visa or relocation costs.

*JASS is an equal opportunity employer committed to creating an equitable, inclusive, feminist working environment for all employees. We value and are enriched by diversity and our leadership, staff, culture and structures reflect this. \*We strongly encourage qualified candidates of all races, ethnicities, color, religions, gender identities, gender expressions, sexual orientations and abilities to apply.*