1. **POSITION DETAILS**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Gender Equality and Sustainable Development Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Period</td>
<td>1 Year – 1st January 2023 to 31st December 2023 (Renewable based on performance and availability of fund)</td>
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<tr>
<td>Reports to</td>
<td>Programmes and Advocacy Unit Head</td>
</tr>
<tr>
<td>Location</td>
<td>APCOM Secretariat Bangkok, Thailand</td>
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2. **ABOUT APCOM**

APCOM is a not-for-profit regional organization based in Bangkok, Thailand, representing and working with a network of individuals and community-based organizations across 38 countries in Asia and the Pacific.

APCOM works to improve the health and rights of gay men, other men who have sex with men and people and communities of diverse SOGIESC across Asia and the Pacific.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalization and exclusion impact on the health outcomes of the communities we serve.

More information about APCOM can be accessed [here](#).

3. **ABOUT THE PROJECT**

‘Connecting Voices for LGBTQI Socio-Economic Inclusion and Human Rights in Asia’ is a multi-country project implemented in Cambodia, Indonesia, Lao PDR, Thailand, and the Philippines.

This project supports the LGBTQI organizations in strengthening the sustainability and organizational capacities of local, national, and regional LGBTQI organizations in Cambodia, Indonesia, Lao PDR, Thailand, and the Philippines, with activities to build skills and knowledge to address identified gaps in areas such as project management, lobbying and advocacy, networking, resource mobilization and human rights and gender equality.

APCOM implements the project in partnership with five (5) national and ten (10) sub-national country partner organizations, including at least five (5) women-led LGBTQI organizations in Cambodia, Indonesia, Lao PDR, Thailand, and the Philippines; one (1) national partner each; and two (2) sub-national country partner organizations each from the countries mentioned above.

This project is aligned with Global Affairs Canada’s development priorities promoting gender equality which is critical in achieving other priorities; human dignity; and growth that works for everyone. This development priority is further aligned with Canada’s commitment to advancing human rights and improving the socio-economic outcomes of LGBTQI in the region.

Project Ultimate outcome: to increase the full enjoyment of the advancement of gender equality and human rights by lesbian, gay, bisexual, transgender, queer, and intersex persons in Cambodia, Indonesia, Lao PDR, the Philippines, and Thailand.
4. ROLES AND RESPONSIBILITIES OF THE POSITION

4.a. GENDER EQUALITY OFFICER

Working with the Programmes and Advocacy Unit, the Gender Equality Officer upholds APCOM’s values of diversity and inclusion LGBTQI+ people and communities with diverse sexual orientation and gender identity and sexual characteristics by promoting and continuously improving the organisation’s gender equality frameworks, analysis, and strategies. The Officer also ensures the mainstreaming of gender equality in the interventions of the APCOM and our partner organizations at the regional and country levels.

4.b. PROJECT/PROGRAMME ROLES AND RESPONSIBILITIES

PROJECT LEAD

- The Gender Equality and Sustainable Development Officer is lead the implementation of the project titled ‘P010873/Supporting LGBTQI Rights in Asia: Connecting Voices for LGBTQI Socio-Economic Inclusion and Human Rights in Asia’
- Lead the implementation of project components at the regional and country level with the support received from other team members.
- Guidance and technical input to country partner organizations to ensure gender equality and gender-based analysis to are integrated to LGBTQI issues in the course of APCOM’s work.
- Contribute to ensuring that intersections between human rights, gender equality, SOGIESC are addressed in activities of country partner organizations, including but not limited to activity designs, implementation, and evaluation;
- Lead capacity strengthening for APCOM and partner organizations on gender equality and gender based-analysis in relation to APCOM’s work on LGBTQI rights.
- Ensure knowledge sharing, documentation and dissemination of good practices on gender equality
- Analyze opportunities, barriers, and dynamics that affect gender equality, in CSO/CBO partners’ work.
- Liaise with Multilateral agencies, Donors, UN, National Human Rights Commissions, and governments
- Ensure linkage to SDG 2030.
- Regularly update the organisation’s directory of partners at all levels and actively seek out missing information
- Actively seek out information on programming and interventions, and changes on trends at country levels;
- Provide technical support to APCOM and country partners and identify opportunities for the development of relevant advocacy and communications/information materials
- Provide guidance and technical input to country partner organizations where necessary, especially on gender analysis, for programme/project proposals and wider gender mainstreaming.
- Assist in development of new media tools that are innovative and impactful while generating learning and knowledge related to gender mainstreaming.
- Develop knowledge products including policy briefs or other types of documents containing gender equality and human rights of LGBTQI persons.
- Carry out monitoring visits as required by the project.
- Develop reports and ensure its timely submission to donors/funders in compliance with their requirements
- Develop annual and semestral project workplans, in consultation with country partner organizations
- Carry out any other tasks as required by the project or as assigned by the supervisor.
5. KNOWLEDGE and SKILLS REQUIREMENT

Education:
- Preferably with advanced degree in development studies, gender studies, social sciences, political sciences or related field with focus on gender studies, human rights, and/or social inclusion. Relevant work experience will be considered in lieu of advanced degree.
- Ideal applicant must have a minimum of five years of work experience in gender equality and social inclusion.

Experience, skills and knowledge required
- Demonstrated work and professional experience in and/or with non-profit organisations, especially related to human rights, gender equality, and LGBTQI.
- Experience in building partnerships, shaping development programmes on gender, and mobilising resources.
- Ability to work in a multi-cultural and international environment based on mutual respect and tolerance. Ability to exercise good judgement, discretion and tact in handling sensitive issues.
- Experience in developing complex programmes, working collaboratively with multiple stakeholders and on resource mobilisation would be an asset.
- Excellent written and oral communication skills; fluency in English required. Other Asian languages are an advantage.
- Proven organisational and task management skills, with appropriate attention to detail and ability to prioritise work among multiple competing demands, and under tight deadlines.
- Ability to manage multiple workflows at the same time.
- Team player, with a positive, enthusiastic and self-motivated attitude,
PREPARING YOUR APPLICATION:

If you think you have the passion, skills and qualifications for this position and would like to join our team please prepare your application, by addressing each point listed in section 5 'Knowledge and Experience Requirements' in the above position description/brief. You are required to state how your skills, knowledge, experience and qualifications relate to the position. It is recommended that you address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who fail to demonstrate the knowledge and skills required for this position in their application will not be invited to attend an interview.

Please attach this application along with your CV, covering letter and proposed monthly rate and submit to the APCOM Secretariat by emailing JoinUs@apcom.org no later 18:00 GMT+7 on 30 July 2023.

The completeness and relevance of your application will determine whether or not you are called for an interview. Where a large number of applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview. The shortlisted candidates will undergo an online written test and oral interview.

SUBMISSION CHECKLIST:

Please ensure that you have attached and included the following information to ensure you application is complete.

1. Complete application
   (addressing each of the points in Section 5: 'Knowledge and Experience Requirements')
2. CV with 3 references
3. Cover Letter
   (Please include proposed monthly salary in THB)

For questions or enquiries for the position, please contact the recruitment focal point at HR@apcom.org