



European Bank
for Reconstruction and Development

JOB DESCRIPTION

Section 1 - Details

Job Title	Social and Gender Analyst
Contract Type	Fixed-term (Junior Professional Officer JPO)
Team	Gender Team, Social Team
Responsible to / Line Manager	Chief Counsellor for Social Issues (CSC)/Head of Gender Team
Direct Reports	N/A
Location	London, HQ
Duration of Assignment	Two (2) years, subject to satisfactory performance. Probation period: one (1) year.

Section 2 – Purpose of Job

The Social and Gender Analyst is responsible for providing social and gender technical input to the project team throughout the project cycle. The position is unique, as it sits both in the social and gender teams and combines responsibilities and knowledge of both areas. This entry level position provides day-to-day project management, research support and drafting for more senior members of the social and gender teams. As a social specialist, the position is responsible for project appraisal and day-to-day project management. This includes due diligence visits, identifying and contracting consultants, reviewing project documents such as ESAPs, SEPs and providing technical input when needed. As a gender specialist, the position supports the work of the gender team by preparing the draft Country Strategy gender annex, screening CRMs for potential gender entry points, managing projects with a gender component, providing technical input to projects as well as providing research to support the operation of the team. The Analyst also assists both the Social and the Gender team in preparation for TCs and in any studies or non-project related activities that inform and contribute to project implementation.

Section 3 – Background

The Gender Specialist is part of the Gender team that is responsible for mainstreaming gender in the Bank's operations, in line with the Bank's Strategic Gender Initiative (SGI). Under the supervision of the Bank's Chief Counsellor for Social Issues, the Specialist works closely with all the members of the Gender team, the Banking Department, colleagues in the Environmental and Sustainability Department (ESD) as well as other relevant departments, such as the Office of the Chief Economist, the Small Business Support (SBS) Team, Technical Cooperation (TC) Team, Consultancy Services Unit (CSU), Donor Co-Financing Unit (DCF), Communications Department and External Action and Political Affairs (EAPA).

Section 4 – Facts / Scale

The Social and Gender Analyst does not have budgetary responsibilities.

The position reports to the Chief Counsellor for Social Issues within ESD and has no direct reports.

The position provides input to the work of both the Social and the Gender teams within ESD.

The position initiates, supports and drives Technical cooperation projects linked to both project appraisal on the social side and the implementation of the SGI on the gender side.

Section 5 – Accountabilities & Responsibilities

- Review and appraise new projects and provide comments for considerations of the project team to mitigate social risks and identify gender opportunities within the project. Provide technical input throughout the project cycle and monitor project implementation.
- Follow up on projects with a gender component and assist the project team to implement gender mitigation measures and entry points and mainstream it to the Bank's operations.
- Conduct due diligence visits as a social specialist and support the consultant and the client in the implementation of the project; review project documents and advise on improvements to enhance the project outcome.
- Provide background research to ESD social and gender specialists on various topics that inform projects and that are necessary for events and meetings.
- Provide support and management of TCs both for the social and gender teams; this includes drafting of TORs, Budgets and supporting the project throughout the TC process.
- Participate in policy discussions regarding the Environment and Social Policy of ESD to fully incorporate the necessary gender and social aspects.

Section 6 – Knowledge, Skills, Experience & Qualifications

Knowledge:

- Excellent knowledge of gender and social issues worldwide.
- Working knowledge of English; knowledge of other languages (especially Russian and/or Arabic) is an advantage.

Skills:

- Sound analytical ability as well as technical skills on gender and social issues
- Sound partnership skills to enable positive engagement with other internal and external partners
- Sound communication skills
- Results oriented
- Team player
- Ability to devise creative solutions to problem
- Qualitative and quantitative research skills and experience, especially methods used in social research

Experience:

- Preferably three years of professional experience
- Experience of working on projects and policies on gender, ideally in at least three geographical regions (including the Bank's Countries of Operations)
- Experience in project management, implementation and monitoring
- Experience in working in countries of operations or the sectors in which the Bank works

Academic qualifications:

- Academic background on gender and social issues