



## Job Description

**MenCare Officer**  
**Promundo-US, Washington, D.C.**

**March 2022**

### **Overview**

Promundo-US, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Senior Program Officer. This **two year** position forms part of Promundo's Programs team, the members of which are mostly based in D.C. This position may be based in D.C. (with a hybrid work-from-home/office model) or globally.

### **About Promundo-US**

Promundo-US is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls and individuals of all gender identities. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieve gender equality. With partners in more than 55 countries, Promundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all. For more information, please visit [www.promundoglobal.org](http://www.promundoglobal.org).

### **Job Description**

Promundo-US is looking for a motivated and passionate candidate to join us full-time as MenCare Officer, based in Washington DC or the candidate's country of residence, to support the expansion of the MenCare 50/50 Commitment as part of the [MenCare campaign](#), as well as supporting the global and regional MenCare networks. The Officer will be responsible for management and technical oversight of all facets of the MenCare activities listed above, ensuring timely delivery of work plans, quality control of deliverables and building and strengthening partnerships with MenCare members and other stakeholders. The primary areas of responsibility of the MenCare Officer are the following:

*Support the expansion of MenCare's 50-50 commitment campaign that started in 2019.*

- In multiple countries of interest, the MenCare Officer will reach out to representatives at national government level, sub-national level, private sector level to create, modify, and disseminate advocacy materials to create momentum and affirmation for the 50/50 commitment campaign.
- Oversee and lead the development of 50/50 commitment logo, advocacy materials for varied audiences that are easy to access, understand, and can be used across a variety of settings.

- Building on the 2019 50/50 commitment, the MenCare officer will support Promundo-US' technical experts and Sonke Gender Justice's technical experts in drawing on existing data (e.g., paternity leave availability, unpaid care work distribution) to create a global measurement system that helps us track progress towards 50/50 commitment.

*Serve as coordinator for regional MenCare partners ensuring timely communication (via quarterly newsletters).*

- Coordinate between global and regional partners.
- Maintain regular communication by curating content for quarterly newsletter and disseminating newsletter among partners.

*Support and build the MenCare global network by vetting new partner requests, updating existing partner lists.*

- Build more efficient systems to track existing and new partners, keep up-to-date partner information on file (in coordination with regional partners).
- Consistently work with regional partners to research new partners seeking to join the campaign in order to offer partnerships.

### **Required Qualifications**

- Masters Degree in Humanities, Social Sciences, International Development or related field.
- A minimum of three years' work experience and a track record of success in program development and project management, and technical assistance in the field of gender equality preferably with a focus on the care economy.
- Considerable knowledge and experience in developing advocacy tools at government level, sub-national level, and private sector level.
- Experience with project management and partnership development.
- Excellent English verbal and written communication skills with a keen eye for detail.
- Excellent interpersonal skills and the ability to address complex relationships and projects with diverse colleagues and partners with kind diplomacy;
- Commitment to living values consistent with inclusivity, diversity, anti-racism, intersectional feminism and equity.
- Ability to travel as required (up to 30% of the time when work travel resumes).
- Fluency in a second language – French, Spanish or Arabic is preferred.

### **Desired Qualifications**

- Demonstrated experience and familiarity in quantitative, qualitative, mixed and/or other research methodologies.
- Considerable knowledge and experience with creating and measuring global indicators.

### **Compensation**

Promundo-US offers salary ranges that are competitive and fair in the Washington, DC not-for-profit and related sectors. For this position, the range is \$78,000-90,000 USD depending on years of experience and academic qualifications. The position includes fully paid health insurance for yourself, four weeks of paid

vacation leave plus the week between Christmas and New Year, 11 holidays, 6 health days, and 8% annual employer contribution toward retirement. If you are hired outside of the United States, we will be as equitable as possible and match benefits according to your country of residence.

**Start Date**

Proposed starting date is May 2022.

**To Apply**

To apply, please send the following documents as **one single PDF file** labeled

FirstName\_LastName\_Program no later than the end of day, **May 16th** to [jobs@promundoglobal.org](mailto:jobs@promundoglobal.org):

1. Cover letter
2. Resume
3. Writing sample in English
4. Two professional references

In addition:

- Please write “MenCare Officer” as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Only shortlisted candidates will be contacted.

**Equal Employment Opportunity Statement**

Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, do apply. We want to hear from you!

Promundo-US is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, and transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer and we strongly encourage Black, indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.