

Job Description



Job Title:	Equity and Engagement Coordinator		
Cluster:	Human Resources Team		
Grade and Salary:	US \$ 40000 - US \$ 45000 per annum including benefits	Contract Type:	8 Months Fixed Term
Location:	Johannesburg, South Africa		
Reports to:	Head of People		
Direct Reports:	N/a		
Job Role			
Role Overview:	<p>The Equity and Engagement Coordinator is responsible for enabling CIVICUS' commitment to be a just and equitable organisation. In doing so, the Equity and Engagement Coordinator will support the design and implementation of plans to advance CIVICUS's overall vision for and accountability to principles and standards of diversity, equity and inclusion.</p> <p>This role is responsible to design and coordinate processes that enable CIVICUS staff to proactively interrogate assumptions related to systemic marginalisation and privilege that influence our workplace interactions and outcomes. It will also ensure that systems and processes for information sharing, decision-making and internal accountability are in accordance with the values and policies of the organisation.</p> <p>To this end, the Equity and Engagement Coordinator will work with individuals, teams and forums across the CIVICUS Secretariat to ensure that our organisational commitment to diversity, equity and engagement are effectively reflected in and realised through our policies, procedures, and practices.</p>		
Areas of Responsibilities	Key Activities		
Policy and systems development and implementation	<ul style="list-style-type: none"> • Create tools and resources for teams to understand, engage with and integrate existing policies related to equity and engagement in all aspects of their work, including the CIVICUS Staff Handbook, Approvals Framework and Racial Justice Action Plan. • Work with relevant teams and forums to finalise and implement relevant policies and procedures that progress CIVICUS' commitment to diversity, and inclusion, with a focus on existing institutional commitments related to gender and racial justice. This includes, but is not limited to, the proposed Diversity, Equity and Inclusion (DEI) framework and a composite set of Internal Engagement guidelines. • Work within the Human Resources team to facilitate organisation-wide processes to periodically review and update policies and systems relevant to equity and engagement. This could include new areas of diversity, equity and inclusion that CIVICUS can progressively integrate and achieve. 		
Ethics and legal compliance	<ul style="list-style-type: none"> • Establish an up-to-date knowledge base of anti-discrimination and anti-harassment legislation specific to South Africa and in relation to relevant global laws and standards. 		

Job Description



	<ul style="list-style-type: none"> • Coordinate processes to regularly evaluate and improve organisation-wide ethics and systems related to preventing, monitoring and addressing discrimination and harrasment • Support relevant teams and forums to effectively monitor, report on and address incidents related to harassment and discrimination • Support CIVICUS senior leadership to review and report on legal and institutional commitments related to the prevention of harassment and discrimination. • Support CIVICUS senior leadership to evaluate and improve their ethical and legal responsibilities to equity, diversity and inclusion across the organisation
Monitoring and reporting	<ul style="list-style-type: none"> • Assist the development of specific and measurable cross-organisational goals and indicators related to diversity, equity and engagement • Review and support the inclusion and alignment of relevant indicators in annual workplans across the organisation, and present this information to relevant management forums • Support and coordinate the effective monitoring and documentation of outcomes achieved and lessons learnt, including through organisation-wide statutory and stakeholder-related reports
Learning and development	<ul style="list-style-type: none"> • Work with relevant forums to coordinate organisation-wide learning processes related to equity and engagement • Research, promote and enable the organisation to apply diversity and equity standards based on globally available lessons and practices • Support and evaluate internal forums created to progress institutional learning and practice on DEI and engagement • Ensure continuous learning regarding diversity, equity and inclusion within CIVICUS organisational culture and practice
Person Specification	
Education, Language & Qualifications	<p>Requires a minimum of a BA/BS Social Sciences, related degree or alternative education and experience in a related field.</p>
Essential Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Minimum 5 years' experience developing and implementing equity and engagement initiatives, including the design and coordination of training and information resources relevant to these issues. • Possesses deep knowledge of the equity and engagement standards across civil society and related best practice. • Demonstrated understanding of cultural values and norms of various communities, particularly of communities of color, as well as barriers which may lead to lack of access and engagement. • Demonstrated commitment to intersectional principles is essential. • Ability to engage with diverse staff, to promote trust, collaboration and partnership between clusters and units from diverse backgrounds. • Strong interpersonal skills: effectively establish credibility to develop and manage productive relationships with internal and external individuals and networks • Ability to remain solution-focused and respectful in all interactions with colleagues and external stakeholders, while continuing to challenge and inspire organisation-wide reflection and reforms