

OPEN POSITION

POLICY OFFICER SPECIALISED IN GENDER EQUALITY

Metropolis supports cities and large metropolitan areas to find innovative and sustainable answers to current and future urban challenges. Bringing together over 150 member cities and 700 million inhabitants worldwide, Metropolis serves as a global hub where metropolises can connect, share experiences and mobilise on issues related to economic development, social cohesion, sustainability, gender equality, and quality of life.

At the heart of Metropolis's mission lies a deep commitment to gender equality. This unwavering commitment is exemplified by Metropolis's Feminist Leadership in Government initiative and the Connecting Caring Cities initiative, both aimed at advancing gender equity and empowering women in large cities around the world.

JOB OFFER

Metropolis is seeking a passionate and experienced **Policy Officer specialised in local policies to advance gender equality**. As a Policy Officer, you will play a pivotal role in advancing policies that improve metropolitan life for girls and women and mainstreaming gender perspectives across our organisation's programmes and initiatives. Your expertise will be instrumental in driving impactful projects that promote gender equity and inclusion within our global network of cities.

RESPONSIBILITIES

- Coordinate projects and activities geared towards equality between women and men, ensuring efficient management of resources and adherence to timelines.
- Prepare comprehensive reports and concept notes based on research and knowledge generated through gender-related initiatives.
- Conduct rigorous gender analysis and assessments of policies, and provide expert guidance to city governments in integrating gender perspectives into policy development and programme implementation.
- Organise and facilitate policy dialogues and capacity-building sessions on urban issues for Metropolis members and partners.
- Actively seek out and secure new funding opportunities and partnerships to support initiatives and projects that improve the life opportunities and quality of life of girls, women and all city dwellers.
- Facilitate the development of joint advocacy strategies with partner organisations to promote local policies that advance gender equality.

- Represent Metropolis at conferences, workshops and other forums on gender equality, showcasing the organisation's commitment to gender-transformative initiatives.
- Stay abreast of the latest developments in gender equality policy, research and best practices, ensuring that Metropolis's approaches remain innovative and effective.

REQUIREMENTS

- Advanced degree in Gender Studies, Public Policy, Urban Studies, International Development or a related field.
- Minimum of 5 years of experience in gender policy development, implementation and evaluation, preferably in an international context.
- Proven track record of successfully designing, managing and evaluating gender-related projects and initiatives.
- Strong analytical and research skills, with a demonstrated ability to synthesise complex information and draw meaningful conclusions.
- Excellent communication and writing skills in English are indispensable. Fluency in Spanish, French and/or another of the languages official in +5 Metropolis members (e.g. Arabic, Chinese, Farsi, Indonesian, Korean, Portuguese or Turkish) is highly desirable.
- Experience working with international organisations and city governments is a strong advantage.

Personal skills

- Analytical and innovative thinking
- Project management expertise
- Facilitation skills
- Organisation and time management
- Excellent communication skills
- Accuracy and attention to detail
- Cross-cultural sensitivity
- Goal-oriented and proactive search for new opportunities.

WHAT WE OFFER

- **Dedication:** Full-time (37.5 hours per week) with flexible hours.
- **Location:** On-site (70% on-site at the Secretariat General HQ in Barcelona and 30% online) or fully remote position. We welcome applications from outside Spain as part of our commitment to building a diverse team.
- **Gross remuneration:** €39,000

- **Estimated start date:** 1 February 2024
- 2 months trial period

BENEFITS

- Continuous learning and professional development opportunities.
- Opportunity to contribute to meaningful projects that address critical gender issues and promote positive change for women in cities around the world.
- An inclusive and supportive work environment with flexible work arrangements that allow for a healthy work-life balance.

Metropolis is firmly committed to creating a workplace that values and embraces diversity, equity and inclusion. Metropolis is an equal opportunity employer and is firmly committed to providing a workplace that is free from discrimination and harassment.

TO APPLY

Please submit your resume and cover letter to hr@metropolis.org by **29 December 2023** with the subject line "GENDER POLICY OFFICER".

Please note that writing tests will be held on 3 January 2024 and interviews will be held on 8-9 January. Only shortlisted candidates will be contacted for these assessments.

Release date: 1 December 2023