

## **Sample Combatant Command Gender Advisor**

### **I. INTRODUCTION**

This position is located in the U.S. \_\_\_\_\_ Command Headquarters located in \_\_\_\_\_ . This position resides in the Command Advisory Group and reports to the Chief of Staff.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

- Serves as subject matter expert for UNSCR 1325, related resolutions and inclusion of the gender perspective in military operations. Serves as functional manager for the gender perspective, and assesses and advises on the future development as well as structures. Serves as the Combatant Commander's and Staff Director's principle Subject Matter Expert for the incorporation of the role of women, peace and security into GCC plans, operations, actions and activities that support USG and GCC efforts to resolve conflicts; and, support peace negotiations, peace-building, peacekeeping, humanitarian response and stabilization, stressing the importance of their equal participation and full involvement in all efforts for the maintenance and promotion of peace and security. Supports, informs and provides timely subject matter expert advice to the Command Group and HQ staff. Supports and coordinates the integration of the gender perspective as a crosscutting function throughout the staff organization, and proactively contributes to the development of staff procedures in the CCMD HQ. The SME is required to lead and support the development of the WPS framework to facilitate the Command's mission.
  
- Supports and contributes to the planning, conduct and evaluation of operations processes and procedures. Collects, manages and disseminates gender related information, guidelines and documents. Contributes to the revision of doctrine and policies on integration of gender perspectives in the command.
  
- Coordinates and integrates with Joint Staff, Office of the Secretary of Defense (OSD) and interagency policy and guidance to conduct Women Peace & Security / Gender Advising operations. Establishes and maintains a permanent collaborative contact with the Joint Staff WPS Director (or GENAD) as the coordination authority in the Joint Staff. Requests and receives functional guidance from the Joint Staff WPS Director ensuring coherence throughout DOD. Also, they are a permanent member of DOD Women, Peace & Security Working Group.
  
- Establishes a network of trained Gender Focal Points within the Headquarters and conducts working group meetings facilitating WPS efforts across the command. Establishes and maintains liaison with Gender Advisors/Focal Points both in other component HQs and if deployed in Operations. Acts as support, coach and reach back for component Gender Advisors.
  
- Develops training modules and programming as required for headquarters and subordinate command staff, and facilitate the integration of gender mainstreaming initiatives within command activities with partner nations, to include operations, exercises, security force assistance, and engagements. Raises the HQ staff awareness and understanding of UNSCR 1325

and the gender perspective in operations. Provides a gender dimension to the Public Affairs Advisor and staff.

- Coordinates WPS outreach activities, workshops, and conferences that integrates command, AOR, and intergovernmental organization partners toward TCP strategic end states.

- Captures lessons learned, best practices and prepares executive-level documents to report the details and status of command WPS initiatives to the Joint Staff, OSD, and the White House. Performs functional follow-up procedures, reporting, conducting of assessments, as required.

#### Other Duties

Be prepared to contribute in any CCMD inquiry or investigation concerning a breach of DOD Standards of Behavior, or an allegation of rape, sexual and gender based violence or other forms of sexual exploitation and abuse.

The incumbent may be required to perform like duties elsewhere within the organization as directed

The incumbent may be required to undertake TDY assignments both within and outside the CCMD area of responsibility.

The work is normally performed in a typical office environment. Normal working conditions apply. The risk might increase when TDY as this position may require travel aboard military aircraft in austere conditions and potential conflict zones.

### III. QUALIFICATIONS

#### **1. Primary Skill Level:**

Has defined authority and responsibility for all aspects of a significant work area, including functional, financial and quality aspects. Establishes organizational objectives, delegates assignments and is accountable for actions taken by self and subordinates. Influences policy formation on contribution of specialization to operational or transformational objectives.

Executes leadership, influences and persuades subordinates, peers and external organizations, HQs and agencies. Decisions affect the functional area of the enterprise, achievement of organizational objectives and financial performance. Work involves creative application of specialist and/or management principles. Develops high-level relationships with external organizations, HQs and agencies. Influences internally and externally at senior management level. Executes highly complex work activities covering, technical, financial and quality aspects and contributing to formulation of the strategy and policies of the functional area. Able to absorb complex technical information and communicate effectively at all levels to both specialist and non-specialist audiences. Responsible to assess and evaluate risks and to understand the implications of new concepts, technologies and trends. Has a broad understanding of the enterprise and deep understanding of the functional areas. Responsible to keep skills within the assigned functional area up to date and to maintain awareness of developments in the wider area of enterprise activities.

Experience in gender-related position.

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## **2. Education/Training**

University Degree in behavioral science, cultural studies, sociology or related discipline and 6 years post related experience; or a postgraduate education and advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 6 years post related and 2 years function related experience.

## **3. Security Clearance**

SECRET

## **B. DESIRABLE QUALIFICATIONS**

### **1. Professional/Experience**

Specific Experience: - Operational Planning Process experience.

- Experienced officer with ample professional background of a Joint or Combined Staff.

- Experience in the collaboration with non-military actors.

- Security Cooperation expertise to ensure the integration of WPS tasks (introduce WPS in DIB) with GCC SSCIs, other DoD operations & missions globally

### **2. Education/Training**

Joint Professional Military Education Phase I and/or II

Training in the duties of a Gender Advisor through either a NATO certified of U.S. operational gender course.

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