



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title	Project Coordinator, Pacific Partnership to End Violence against Women and Girls Project
Division	Human Rights and Social Development Division (HRSD)
Location	Suva, Fiji
Line/Hiring Manager	Team Leader – Inclusive and Equitable Societies
Number of Direct Reports	6-7
Purpose of the role	The Project Coordinator will manage and coordinate the SPC component of the Pacific Partnership to End Violence against Women and Girls. Where the role requires linking across the objectives of the HRSD work program, the Project Coordinator will have a matrix reporting relationship with other Team Leaders in this regard. The role will also manage and develop direct reports.
Date	November 2020

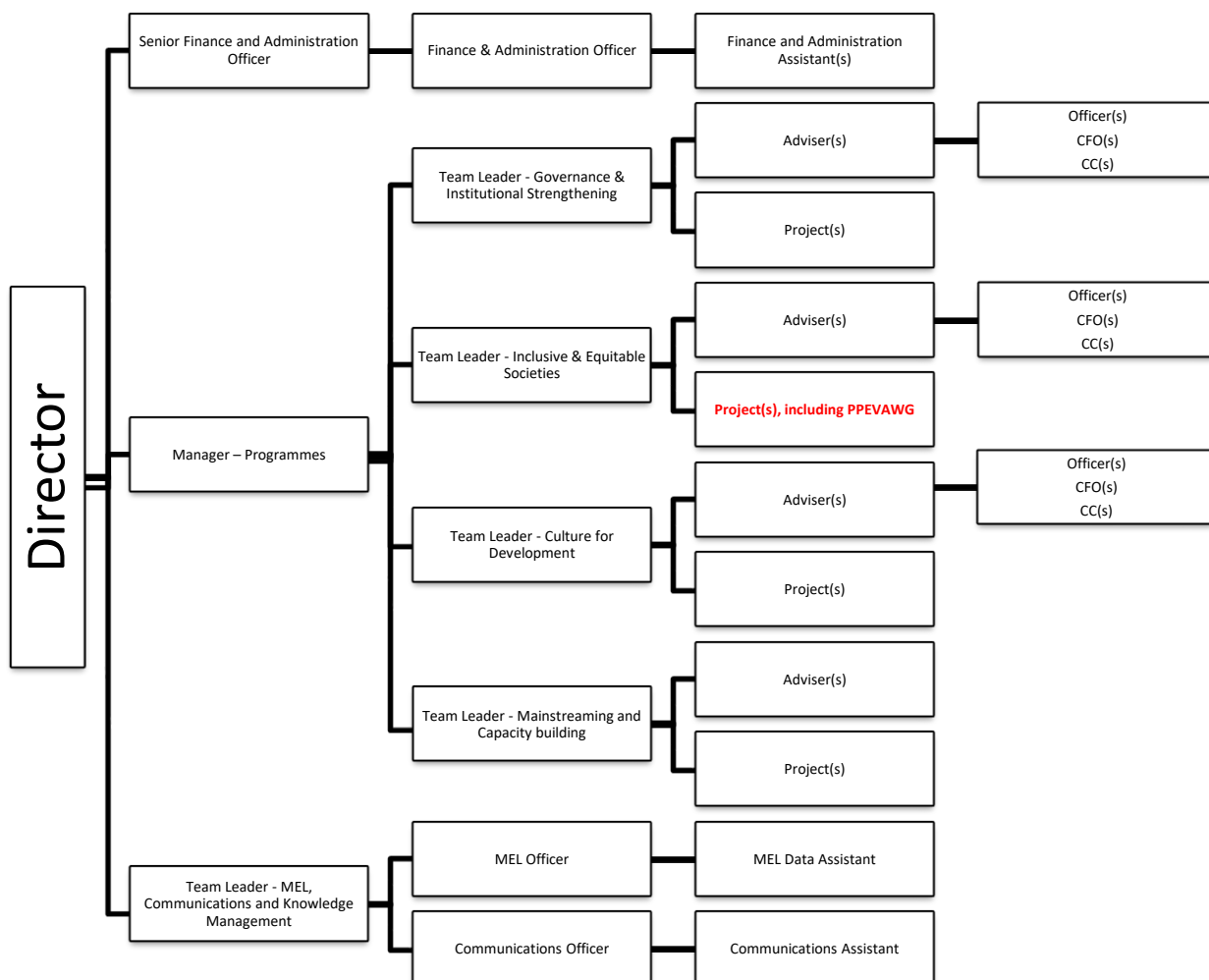
Organizational Context and Organization Chart

The vision of the Human Rights and Social Development Division is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, GESI for all Pacific people, grounded in cultural values and principles.

HRSD provides a comprehensive suite of policy and legislative advice, technical assistance and capacity building, through a team comprising a Director, Manager Programmes, Team Leaders, Advisers, Officers and Project Coordinators based in Suva, and Country Focal Officers and Country Coordinators located across the Pacific. The team provides advice, technical assistance and capacity building to national ministries, civil society, regional partners and other national/regional partners, as well as through mainstreaming within SPC programmes.

In line with its vision, the work of HRSD encompasses the following objectives:

- Objective 1: Governance for human rights and social development: Strengthen inclusive, transparent and active governance for human rights and social development.
- Objective 2: Gender equality and social inclusion: Mobilise, empower and build conditions for gender equality, equity and social inclusion in society and development.
- Objective 3: Culture: Promote, preserve and protect positive expressions of culture.
- Objective 4: Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.



SPC has entered into a 4-year project, the Pacific Partnership to end Violence against Women and Girls (herein referred to as Pacific Partnership EVAWG project), in partnership with UN Women and the Pacific Islands Forum Secretariat (PIFS). The goal of this project is to promote gender equality and prevent violence against women and girls. The SPC component of the project will be led by the Human Rights and Social Development Division (HRSD) and implemented in collaboration with SPC's Educational Quality and Assessment Programme (EQAP). This component aims to **equip school students, schools and communities to understand and apply human rights and responsibilities, gender equality, inclusion and non-violence** in four countries: Kiribati, Republic of the Marshall Islands, Tuvalu and Vanuatu. This position of Project Coordinator is a full-time position, 4-year once-off contract under this project and manages a team of 6-7 staff.

Key Result Areas (KRAs):

Key Result Area 1: Programme Management (50%)

Key Result Area 2: Supervision, Mentoring and Supporting Team Members (20%)

Key Result Area 3: Networking and Partnership (10%)

Key Result Area 4: Monitoring, Evaluation and Learning (20%)

The performance requirements of the Key Result Areas are broadly described below:

Jobholder is accountable for:	Jobholder is successful when:
<p>Key Result Area 1: Programme Management</p> <ul style="list-style-type: none"> • Manages SPC component of the Pacific Partnership EAWG project, including implementation planning and monitoring, problem solving, managing budget execution, donor contract compliance, and donor narrative and financial reporting as per contract and compliance rules from donor; • Oversees implementation of the communications and visibility strategy, including the development of communications materials, across the SPC component of the Pacific Partnership EAWG project; • Coordinates and communicates across project partners to ensure effective communication and management of any project-related issues that may arise; • Reviews all materials and information developed under the SPC component of the Pacific Partnership EAWG project; • Ensures donor narrative and financial reports are of high quality and completed in a timely manner by effective communication with staff. • Maintains up-to-date data on HRSD human rights and social development priorities in relation to formal and informal education for project countries, and ensures programme link to HRSD overall strategic plan. 	<ul style="list-style-type: none"> ▪ Pacific Partnership EAWG Project is executed on time, delivers results and complies with donor contracting and reporting obligations. ▪ Pacific Partnership EAWG project is effectively and efficiently managed, including coordination and communication across project partners, and the development and execution of annual work plans. ▪ Pacific Partnership EAWG Project financial and narrative reports completed to a high standard and completed in a timely manner.
<p>Key Result Area 2: Supervision, Mentoring and Supporting Team Members</p> <ul style="list-style-type: none"> ▪ Supervises and mentors the Senior Programme Officer and other Officers. ▪ Supervises overall performance of in- country Project Coordinators, including through engagement with in-country supervisor on performance appraisal, learning and development; ▪ Provides advice, mentoring and support in the design and delivery of national strategies, training programmes and other activities in relation to the project, including capacity development in human rights, gender equality and social inclusion for the in-country Coordinators; ▪ Works in partnership with in-country Project Coordinators and their supervisors to develop work plans, M & E plans and budgets; ▪ Ensures 6-monthly plans and budgets of in-country Project Coordinators are accurate, realistic and meet the project objectives; and are regularly monitored and reviewed. 	<ul style="list-style-type: none"> ▪ Country project work plans are strategic, realistic, meet project objectives, and are accurately budgeted. ▪ Country project work plans are effectively implemented and contribute to project outcomes, evidenced by positive feedback from in-country supervisor, RRRT finance and programme management. ▪ Quality of in-country Project Coordinators' mentoring, capacity building and support is endorsed by the coordinators and their supervisors, and evidenced by coordinators' effective implementation of their work plans.

<p>Key Result Area 3: Networking and Partnership</p> <ul style="list-style-type: none"> ▪ Represents HRSD effectively vis-à-vis the Pacific Partnership EAWG project at national, regional and international forums; ▪ Shares information on progress and outcomes of Pacific Partnership EAWG project with key stakeholders; ▪ Establishes, strengthens and supports partnerships that advance the Pacific Partnership EAWG project objectives at national, regional and international levels. 	<ul style="list-style-type: none"> ▪ Outcome documents of meetings and consultations positively reflect SPC interventions in relation to the Pacific Partnership EAWG Girls project. ▪ Stakeholders continue to request information and support from HRSD in relation to the Pacific Partnership EAWG project. ▪ Stakeholders provide positive feedback through written and oral communications.
<p>Key Result Area 4: Monitoring, Evaluation and Learning</p> <ul style="list-style-type: none"> ▪ Contributes to the design and implementation of effective MEL system for the Pacific Partnership EAWG project, using both qualitative and quantitative indicators; ▪ With support from the MEL Team Leader, leads a monitoring framework to track the impact and realisation of the project objectives and to document the impacts; ▪ Ensures project narrative and financial reports are of high quality and completed in a timely manner; ▪ With support from the MEL Team Leader and MEL staff, collates and documents the learnings from the project and feeds this into SPC's overall MEL processes. 	<ul style="list-style-type: none"> ▪ HRSD internal and external reports on the Pacific Partnership EAWG project are of a high quality evidenced by donor, partners' and program management feedback; ▪ Accurate reports of all interventions including training and TA are delivered within 2 weeks after activity period; • Project financial and narrative reports completed to a high standard and in a timely manner.

Most Challenging Duties Typically Undertaken (Work Complexity):

- Overseeing effective delivery of multi-country project in different cultural environments
- Project cycle management of regional project
- Maintaining effective communication and coordination with SPC divisions and project partners
- Managing discussions on cultural and religious influences on human rights and gender equality in relation to the field of formal and informal education
- Supervising and mentoring in-country project staff.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Project partners UN Women and PIFS • Project donors • PIC governments • Other regional or international development agencies • Civil society • Education consultants 	<ul style="list-style-type: none"> - Project reporting (activity/outcome and financial) and information sharing - Coordination and delivery of work programme, including technical assistance - Negotiating, influencing and securing cooperation and collaboration - Representing SPC
Internal <ul style="list-style-type: none"> • Division Director • Division Manager - Programmes • Division Team Leaders • Division team including CFOs and country project staff • Other SPC Technical Divisions involved in the project, especially EQAP • OMD, including SPL and other internal support services. • Director Communications 	<ul style="list-style-type: none"> - Reporting (activity/outcome and financial) Programme delivery against outcomes - Finance, MEL, results reporting. - Supervision, mentoring and support, facilitation, conflict resolution.

Level of Delegation:

Overall Operational Budget managed by the role: Approximately up to EUR 4 million subject to approval by the HRSD Director.

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> - A Master's degree or postgraduate qualifications in development, human rights, law, gender, international relations, or other relevant social science degree, or education postgraduate degree from a recognised university. - Diploma or certificate course in project cycle management, or equivalent years of project management experience. 	<ul style="list-style-type: none"> - Proven leadership and supervisory skills.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> - At least seven years' progressive project management and development experience, with a background covering work with governments and/or civil society. - Excellent written and oral communication skills in English, with strong writing ability at a project donor reporting level. - 5 years' experience managing staff including staff appraisal and performance management. - Proven record of accomplishment in coordination and partnership building with donors, governments, development partners and civil society. - Demonstrated understanding and knowledge of Pacific cultural values and international human rights principles and standards. - Pacific experience and an in-depth understanding of the human rights (including violence against women), good governance and development challenges in the region. 	<ul style="list-style-type: none"> - Previous experience managing large-scale EU-funded projects in the Pacific. - Previous experience overseeing regional projects supporting state and/or non-state actors in advancing human rights, development and good governance; - Skills in applying a rights based approach and perspective; - Background in VAW, GBV, gender equality and justice, disability rights consistent with human rights principles; - Ability to speak one or more Pacific Island languages.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level

Expert level	<ul style="list-style-type: none"> • Proven experience delivering human rights, gender and social inclusion, and youth development programs and technical assistance. • Applied knowledge of national, regional and international human rights, gender and social inclusion, and youth development frameworks and development challenges in the Pacific.
Advanced level	<ul style="list-style-type: none"> • Cultural, political and religious sensitivities. • Integration of human rights and GESI across development sectors. • Critical analysis and innovative thinking. • Complex multisector coordination, planning and design. • Presentation, communication, reporting writing and facilitation skills. • Networking and stakeholder engagement.
Working knowledge	<ul style="list-style-type: none"> • Project management. • Monitoring, evaluation and learning frameworks. • Proposal writing.
Awareness	<ul style="list-style-type: none"> • SPC human rights and social development work in the region. • Resource mobilization.

Key Behaviours

*All employees are measured against the following **Key Behaviors** as part of Performance Development:*

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement
- Leadership
- Promotion of Equity and Equality
- Teamwork

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.