



Pacific  
Community  

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Communauté  
du Pacifique

<b>Job Title:</b>	Pacific People Advancing Change (PPAC) Officer – Solomon Islands
<b>Work Unit:</b>	HRSD
<b>Responsible To:</b>	SPC HRSD Advisor – PPAC focal point
<b>Responsible For:</b>	Implementing the Pacific Community HRSD’s Pacific People Advancing Change (PPAC) programme at the national level
<b>Job Purpose:</b>	To support PPAC grantees to have increased capacity to monitor and advocate for human rights in Solomon Islands.
<b>Date:</b>	April 2024

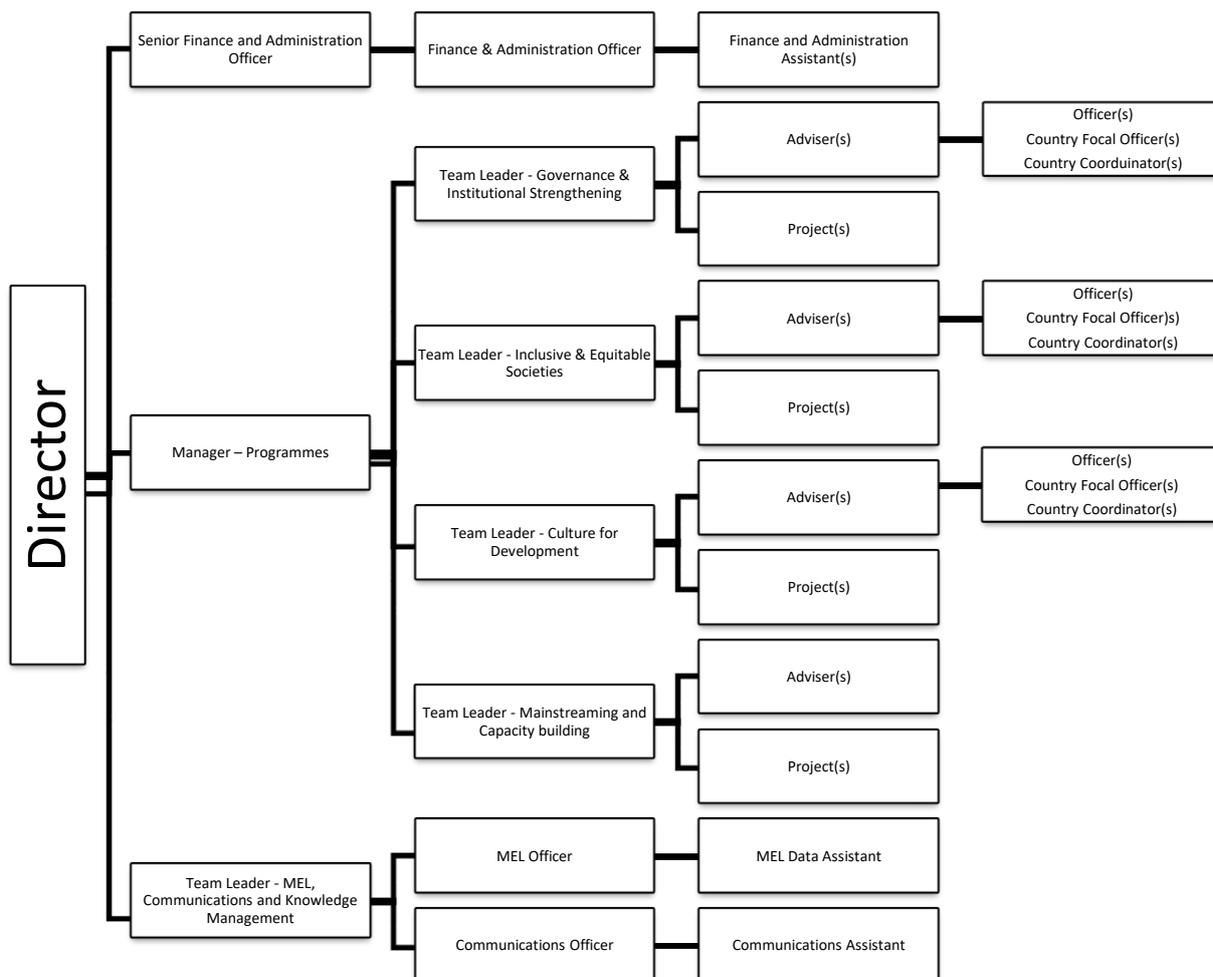
#### Organisational Context and Organization chart

The **Human Rights and Social Development Division (HRSD)** has a vision for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles. The work of this Division includes work previously undertaken by the Regional Rights Resource Team (RRRT) in the area of human rights and the Social Development Programme (SDP) in the areas of gender equality and social inclusion, culture and youth development.

In line with its vision, the work of the Division will encompass the following focal areas:

- **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: Social innovation and learning:** Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

The PPAC officer, based in Honiara, works closely with the PPAC regional team in Suva, with skills in capacity building, advocacy and lobbying strategy, mentoring, and monitoring and evaluation.



**Key Result Areas:**

The position of the PPAC Officer encompasses the following major functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><b>Key Result Area 1: Training and Capacity building [40%]</b></p> <ul style="list-style-type: none"> <li>Provides Technical Assistant, coaching and mentoring support to PPAC grantees in advocacy, lobbying, forming coalitions to design and implement human rights advocacy campaigns.</li> <li>Identify PPAC grantee’s capacity development needs and design training programs and collate resources to address the capacity development needs identified.</li> <li>Provides training and capacity building that will enable PPAC grantees to mainstream human rights, gender and disability inclusion into their advocacy campaigns.</li> <li>Support grantees to develop advocacy plans that are link to national strategic/Development Plan and host-country national, regional and</li> </ul>	<ul style="list-style-type: none"> <li>TA is well received and utilized by PPAC grantees as evidenced by correspondence received.</li> <li>PPAC advocacy plan includes programming across all HRSD outcome areas: human rights and good governance, access to justice and ending violence against women, civil society enabling environment and social actions.</li> <li>PPAC officer has evidence of training and capacity building support provided to PPAC grantees such as meeting minutes and reports.</li> <li>Advocacy plans are implemented and achieve results evidenced by MEL data.</li> <li>Plans are monitored are submitted in a timely manner.</li> <li>Budget and financial acquittals are accurate and submitted on time, evidenced by positive</li> </ul>

<p>international human rights commitments and obligations.</p> <ul style="list-style-type: none"> <li>• Ensures advocacy plan and budgets are results-focussed, strategic, accurate and realistic, and are regularly monitored and reviewed.</li> <li>• Ensures effective implementation of PPAC activities and programmes in the annual country work plan.</li> </ul>	<p>feedback from HRSD finance and program management.</p> <ul style="list-style-type: none"> <li>• Narrative reports present accurate and useful outcomes-based information and data for MEL purposes.</li> </ul>
<p><b>Key Result Area 2: Networking and Partnership [30%]</b></p> <ul style="list-style-type: none"> <li>• Establish partnership with existing NGOs in Solomon Islands, and provide advice on partner selection.</li> <li>• Encourage and support NGOs in Solomon Islands through the PPAC proposal process.</li> <li>• Supports coalition-building, and ensures that key civil society stakeholders at the national level are communicating with each other towards common human rights goals.</li> <li>• Represents HRSD effectively to civil society and other stakeholders in Solomon Islands.</li> </ul>	<ul style="list-style-type: none"> <li>• Outcome documents of meetings and consultations reflect HRSD’s interventions positively.</li> <li>• NGO stakeholders continue to request information, grants and support from HRSD PPAC program.</li> <li>• Stakeholders provide positive feedback through written and oral communications.</li> <li>• HRSD’s representation is acknowledged and documented positively through minutes and other written communications.</li> </ul>
<p><b>Key Result Area 3: Monitoring, Evaluation and Learning [30%]</b></p> <ul style="list-style-type: none"> <li>• Leads six-monthly learning and reflection process with PPAC grantees and provide reports to HRSD PPAC focal points.</li> <li>• Supports MEL with PPAC grantees both internally and externally (reports to HRSD).</li> <li>• Identifies and documents performance stories, case studies and outcomes of PPAC programme in Solomon Islands.</li> <li>• Supports donor-specific reporting on the Solomon Islands PPAC programme.</li> </ul>	<ul style="list-style-type: none"> <li>• HRSD internal and external reports are of a high quality evidenced by donor, partners’ and programme management feedback.</li> <li>• Accurate reports of all interventions including training and TA are delivered within two weeks of activity period.</li> <li>• Project financial and narrative reports completed to a high standard and in a timely manner.</li> <li>• PPAC case studies and performance stories are documented.</li> </ul>

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

**Work Complexity:**

Most challenging duties typically undertaken:

- Providing consistent, high quality mentoring support to a diverse range of campaigns, and to PPAC grantees with extremely varied levels of experience and expertise.
- Successfully building advocacy capacity to advance sensitive human rights issues such as child rights, LGBTQI rights and gender equality in a way that is culturally and contextually appropriate.
- Ensuring PPAC programme is responsive to local civil society landscape, with sustainable outcomes.
- Supporting NGOs with low capacity to undertake effective advocacy campaigns, strengthen organisational structure, and meet reporting requirements.
- Accurate, reliable and timely reporting from mentoring interventions.
- Supporting and facilitating the development and coordination of coalitions.

### Functional Relationships:

External	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• Relevant host Non-Government Organisation counter parts</li> <li>• Relevant NGOs and faith-based partners in country</li> <li>• Relevant Government ministries and</li> <li>• Relevant stakeholders including donor partner in-country programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Responding to request for information, technical assistance and support</li> <li>• Reporting (activity/outcome and financial), various committees and working groups</li> <li>• Coordination &amp; delivery of work programme, including technical assistance</li> <li>• Representing SPC</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• HRSD Advisor</li> <li>• All other HRSD staff and management</li> <li>• SPC Finance and Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting (activity/outcome and financial) Programme delivery against outcomes</li> <li>• Finance, MEL, results reporting.</li> </ul>

### Level of Delegation:

The position holder: Reports to the Advisor who is the focal point for Pacific People Advancing Change program. They can authorise expenditures of up to EUR 50; however need endorsement from three signatures.

### Person Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

#### Qualifications

Essential	Desirable
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<ul style="list-style-type: none"> <li>• Tertiary (diploma) qualification in political science, public policy, law, human rights, gender, international relations.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors in political science, public policy, human rights, gender, development studies or similar field.</li> <li>• Diploma or certificate courses in project management, or supplementary social science field.</li> </ul>
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### Technical Expertise, Experience and Skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least five years' experience in Solomon Islands working to advance human rights and social development (in government and/or civil society).</li> <li>• Strategic planning experience and in-depth understanding of Solomon Islands cultures, context, human rights and social development challenges and opportunities.</li> <li>• High-level diplomatic skills and ability to successfully engage and influence stakeholders across a diverse range of backgrounds.</li> <li>• Knowledge of undertaking advocacy within the Pacific context.</li> <li>• Experience in community development, non-formal adult education and/or community outreach.</li> <li>• Experience in financial management, budgeting and acquittals.</li> <li>• Computer literacy in Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>• At least eight years' experience in development, advocacy, and/or human rights.</li> <li>• Experience providing capacity building modalities to implement national human rights commitment.</li> <li>• Background in VAW, GBV, gender, access to justice, and/or disability consistent with human rights principles.</li> <li>• Understanding of national, regional and international human rights principles, standards, mechanisms and instruments.</li> <li>• Record of accomplishment developing relationships and working collaboratively with government, civil society and development partners.</li> <li>• Strong training and facilitation skills.</li> <li>• Experience with training/mentoring others.</li> <li>• Proven experience in financial and narrative report writing and project proposal writing.</li> </ul>

### Personal attributes, interpersonal and language skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to effectively represent SPC HRSD at external meetings and conferences.</li> <li>• Advanced written and verbal communication skills in Pijin and English.</li> <li>• Proven ability to work independently, with remote supervision.</li> <li>• Commitment to teamwork and ability to work in a multicultural environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Established networks and good working reputation with key stakeholders and decision-makers in Solomon Islands.</li> <li>• Knowledge of French.</li> </ul>

### Key Skills /Attributes / Job Specific Competencies

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

<b>Expert level</b>	Experience in human rights, public policy, law and/or international development. Country cultural, language and contextual knowledge.
<b>Advanced level</b>	Networking, facilitation, social work, excellent communication skills ability to negotiate and influence.
<b>Working Knowledge</b>	UN treaty reporting system, policy development, legislative drafting and review, adult education and training.
<b>Awareness</b>	Of major human rights issues in the Pacific.

## Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development.

<b>1. Change and Innovation</b> - Stays informed and actively contributes to change initiatives; Looks for ways to demonstrate innovation and initiative in work area; Anticipates emerging issues and looks for ways to improve work practices; Takes a big-picture view of change and models a positive, constructive approach to managing it; Focuses on benefits and ways of overcoming obstacles.
<b>2. Interpersonal Skills</b> - Actively shares information with appropriate people and checks for understanding where necessary; Presents clear, courteous and concise oral and written communications; Engages positively and persuasively with program stakeholders as appropriate; Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation.
<b>3. Teamwork</b> - Actively co-operates and collaborates with others within own team and the wider organisation to further common goals; delivers on personal commitments to team members; Willingly lends a hand to others and is mindful of their needs; Develops partnerships with clients as appropriate
<b>4. Promotion of Equity and Equality</b> - Demonstrates attitudes and behaviours that value, respect and protect diversity; Actively promotes equity (relating to e.g. gender distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability, age, position and other differences. Demonstrates consideration of diversity in the organisational setting e.g. taking into account language, timing, and venues when arranging meetings or other events.
<b>5. Judgement</b> - Approaches a task/ problem in a practical, sensible way; identifies opportunities/anticipates problems and risks and is decisive; Gives sound advice; Seeks assistance if necessary.
<b>6. Building Individual Capacity</b> - Seeks opportunities for continuous personal and professional growth within the context and nature of the organisation; Looks for ways to apply knowledge to the development of best practice in the workplace; Is open and welcoming of feedback and deals with constructively; Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance.

## 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 our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Director Corporate Services. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.