



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title	Youth Development Country Coordinator- Tonga
Division	Human Rights and Social Development Division (HRSD)
Location	Tonga
Line/Hiring Manager	Social Inclusion Advisor
Number of Direct Reports	N/A
Purpose of the role	Coordinate the implementation of PYEEEP in Tonga including programme management, provision of technical support and assistance and managing networking and partnership
Date	5 th December 2022

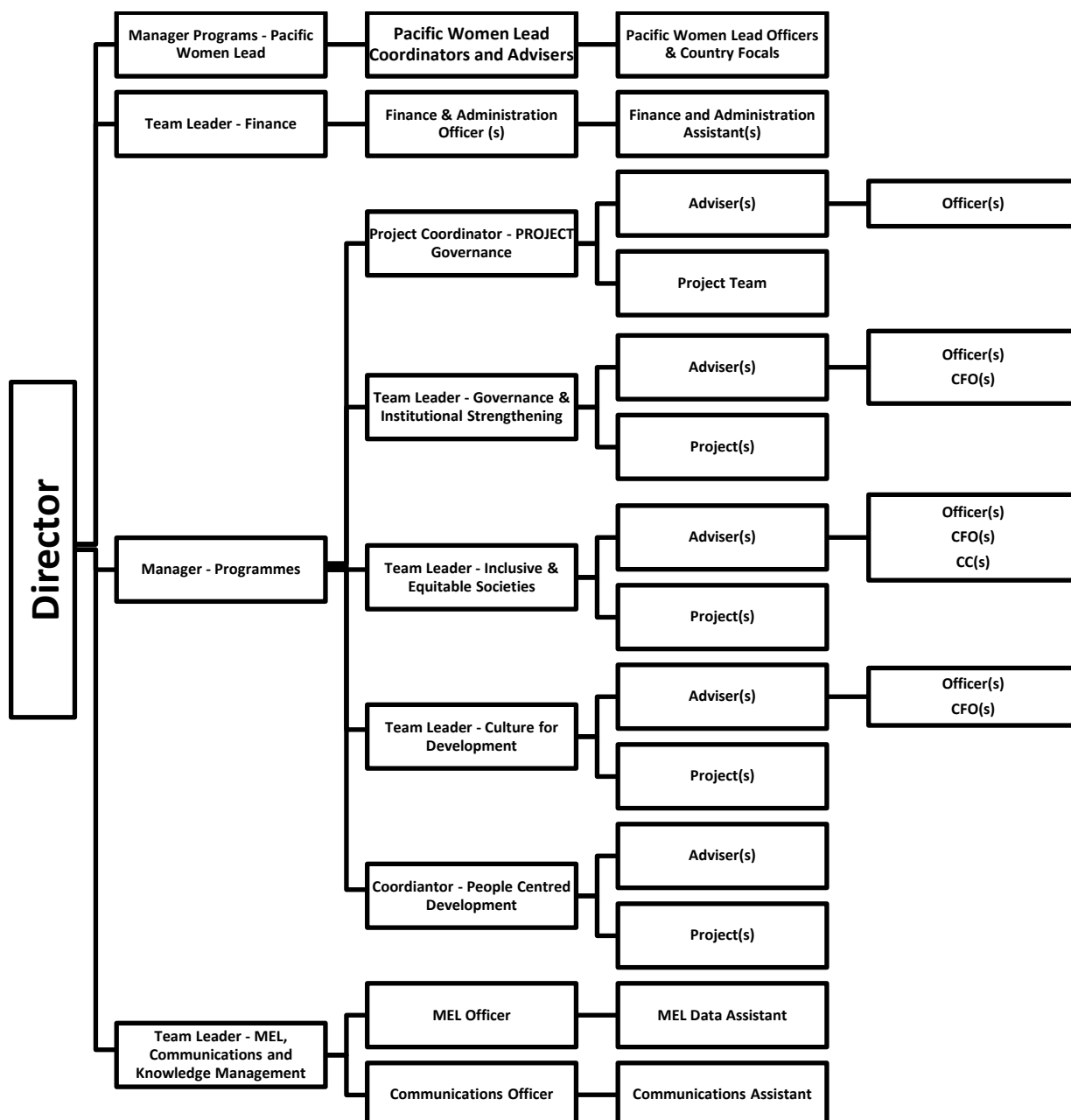
Organizational Context and Organization Chart

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 commenced a project (2022-2025) Pacific Youth Economic, Employment and Empowerment Project (PYEEEP) with NZ MFAT. The goal of this project is to design, develop and strengthen economic and employment pathways for youth not engaged in education, employment or training (NEET). The project is led by the Human Rights and Social Development Division (HRSD) and implemented in collaboration with specific Ministries and organisations in each of the projects Pacific Island Countries. This project will run in Kiribati, Tonga and Solomon Islands. This role will oversee coordination of the project in Tonga, ensure alignment with the national youth policy and other relevant policies, and manage relationships with key stakeholders to ensure effective outcomes.

Key Result Areas (KRAs):

- Key Result Area 1: Programme Management (40%)
- Key Result Area 2: Technical advice (35%)
- Key Result Area 3: Networking and Partnership (15%)
- Key Result Area 4: Monitoring, Evaluation and Learning (10%)

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 PYEEEP 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; • Coordinates and communicates across project partners to ensure effective communication and management of any project-related issues that may arise; • Reviews all materials ,information and knowledge products developed under the SPC component of the PYEEEP 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. • Provides monthly reports of work to HRSD Supervisors. • Other duties as required 	<ul style="list-style-type: none"> ▪ PYEEEP Project is executed on time, delivers results and complies with donor contracting and reporting obligations. ▪ PYEEEP is effectively and efficiently managed, including coordination and communication across project partners, and the development and execution of annual work plans. ▪ PYEEEP financial and narrative reports completed to a high standard and completed in a timely manner.
<p>Key Result Area 2: Technical Advice/Expertise</p> <ul style="list-style-type: none"> ▪ Provides advice and technical assistance (TA) to Host Ministry and relevant stakeholders, in collaboration with SPC Suva staff regarding youth development and youtheconomic development. ▪ Provides coordination and TA on the integration of human rights and gender equality education ▪ 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 ▪ Ensures 6-monthly plans and budgets 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, HRSD finance and programme management.
<p>Key Result Area 3: Networking and Partnership</p> <ul style="list-style-type: none"> ▪ Represents HRSD effectively vis-à-vis the PYEEEP project at national, regional and international forums; ▪ Shares information on progress and outcomes of PYEEEP project with key stakeholders; ▪ Establishes, strengthens and supports partnerships that advance the PYEEEP project 	<ul style="list-style-type: none"> ▪ Outcome documents of meetings and consultations positively reflect SPC interventions in relation to the PYEEEP project. ▪ Stakeholders continue to request information and support from HRSD in relation to the PYEEEP project.

objectives at national, regional and international levels.	<ul style="list-style-type: none"> Stakeholders provide positive feedback through written and oral communications.
Key Result Area 4: Monitoring, Evaluation and Learning <ul style="list-style-type: none"> Contributes to the design and implementation of effective MEL system for the PYEEEP 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 PYEEEP project are of a high quality evidenced by donor, partners' and program management feedback; Project financial and narrative reports completed to a high standard and in a timely manner.

Most Challenging Duties Typically Undertaken (Work Complexity):

- Project cycle management of multi-country 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

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> Project donors Tonga government and non-government contacts and stakeholders Development partners 	<ul style="list-style-type: none"> Project reporting (activity/outcome and financial) and information sharing Coordination and delivery of work programme, including technical assistance Securing cooperation and collaboration Representing SPC
Internal <ul style="list-style-type: none"> Division Director Division Manager - Programmes Division Team Leaders Social Inclusion Adviser and Officer OMD, including SPL and other internal support services. PYEEEP Youth Development Coordinators across other project sites PYEEEP Communications Assistant 	<ul style="list-style-type: none"> Reporting (activity/outcome and financial) Programme delivery against outcomes Finance, MEL, results reporting. Supervision, support, facilitation

Level of Delegation:

N/A

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none">- An undergraduate degree in education, economics, business, commerce, social sciences, or other relevant field from a recognised university.	<ul style="list-style-type: none">- Proven leadership and supervisory skills.- Experience in developing and delivering training packages to youth or adult audiences.- Diploma or certificate course in project cycle management, or equivalent years of project management experience.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">- At least five years progressive project management and development experience, with a background covering work with governments and/or civil society or private sector.- Excellent written and oral communication skills in English and the national language, with strong writing ability at a project donor reporting level.- 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, good governance and development challenges in the region including challenges specific to youth.- Proven knowledge and/or experience in the TVET sector or experience in non-formal education.- Proven knowledge of relevant legislation in Tonga including employment laws and conditions.	<ul style="list-style-type: none">- Previous experience managing large-scale development projects in the Pacific.- Previous experience overseeing projects supporting state and/or non-state actors in advancing human rights, youth development and good governance;- Skills in applying a rights based approach and perspective;

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, problem solving 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"> • Understanding of challenges and barriers facing youth not engaged in employment, education or training (NEET) in the country • Understanding of business management and operations

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.