



JOB DESCRIPTION

Job Title:	Programme Officer
Division:	Executive Office: Principal Strategic Lead - Pacific Women and Girls
Location:	Suva, Fiji
Reporting to:	WIL Programme Coordinator with matrix reporting to Principal Strategic Lead
Number of Direct Reports:	0
Purpose of Role:	<p>The WIL Programme Officer is responsible for coordinating and leading strategic engagements and travel arrangements for the Principal Strategic Lead (Pacific Strategic Leadership) and WIL (Women in Leadership) Programme. This role involves co-leading, managing, and aligning various workplans, including the WIL and Human Rights and Social Development (HRSD), in collaboration with the Executive Office.</p> <p>The Programme officer will also contribute to efforts aimed at enhancing gender equality and inclusion across SPC's work programmes and prepare briefs and reports for knowledge-sharing and informed decision-making.</p>
Date:	August 2024

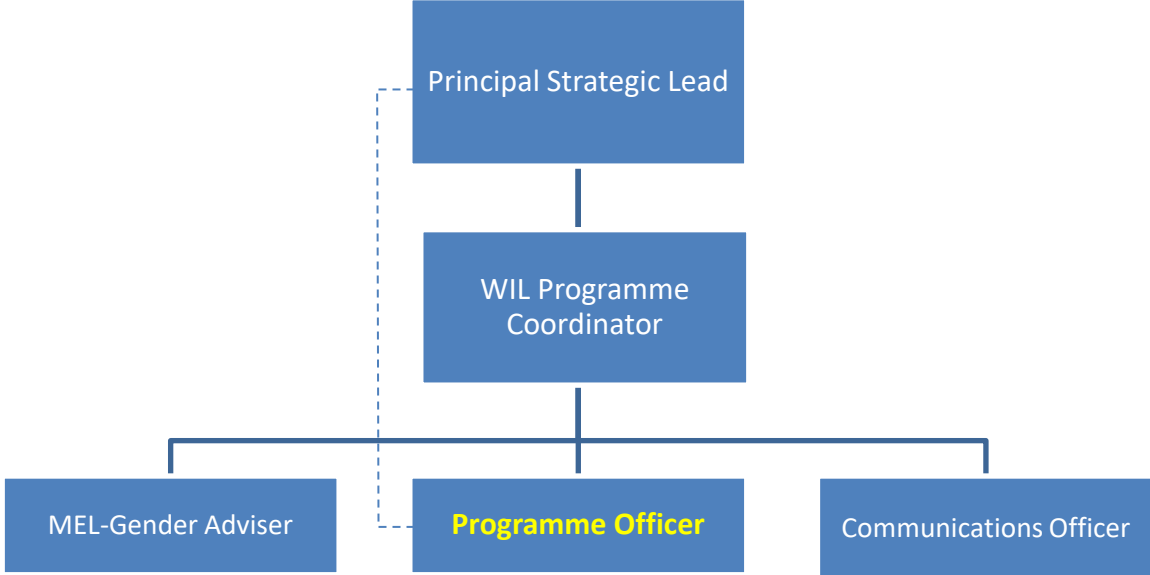
The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

SPC has a two-pronged approach on addressing gender equality. First, internally it is strengthening its institutional framework and mechanisms to support and empower its female workforce through the Women in Leadership (WIL) programme. Second, there are various gender equality programmes underway across divisions which serve its members, this includes the AUD 56.8 million Pacific Women Lead at SPC programme. The efforts are being consolidated and further strengthened under SPC's Gender Flagship which is being designed and finalised by mid-2023. The **Principal Strategic Lead – Pacific Women and Girls** provides directions and oversight on SPC's gender equality programmes and initiatives .

The **Women in Leadership Programme** works in an integrated manner with the **Pacific Women Lead at SPC**. Its overall objective is to enhance representation of women in leadership roles within SPC and thereby ensure that more women meaningfully inform and participate in the strategic and programmatic direction of the organisation.

The **SPC Gender Equality Flagship** will provide an over-arching framework for action on the cross-cutting issue of gender inequality. It will serve to connect the critical resources (projects, funding, and people) that support gender equality in pursuit of the goals outlined in SPC’s Strategic Plan 2022–2031 and the international, regional and national commitments made by SPC members.

Team Structure



Key Result Areas:

The **Programme Officer** position encompasses the following major Key Result Areas in support of the Principal Strategic Lead, Gender Equality Flagship and the Women in Leadership Programme:

- KRA 1: Strategic Coordination for the Principal Strategic Lead and WIL Programme (25%)**
- KRA 2: Lead and facilitate actions to strengthening gender equality and social inclusion (25%)**
- KRA 3: Managing workplan to support efficiency in providing administrative, finance and procurement requirements (25%)**
- KRA 4: Lead and facilitate effective communication, M&E and reporting (25%)**

Responsibilities include providing administrative, financial and logistical support to the Principal Strategic Lead, Gender Equality Flagship, the WIL Programme as needed across actions related to travel, meeting management, training initiatives, the PRINCIPAL STRATEGIC LEAD’s work programme delivery, executive and high-level engagements, information and knowledge management, internal and external communications.

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

Job holder is accountable for	Job holder is successful when
KRA 1: Strategic Coordination for the Principal Strategic Lead and the WIL Programme (25%)	

<ul style="list-style-type: none"> • Coordinate strategic engagements for the Principal Strategic Lead and WIL Programmes. • Coordinate with the Executive Office the Gender Equality Flagship for integrated programming and mainstreaming across • Work with the Principal Strategic Lead and WIL and PWL at SPC programmes plus the SPC Gender Community of Practice, to support the design and implementation of the Gender Equality Flagship. • Coordinate closely with the WIL Programme on work and initiatives related to the Principal Strategic Lead’s engagement engagements and responsibilities under Programme Performance/MEL Framework and Pillars. This includes the Women in Leadership Taskforce. • Facilitate engagement to ensure alignment of the gender flagship across SPC divisions business plans, other flagships and related regional/CROP priorities . 	<ul style="list-style-type: none"> • Evidence of quality support to the Principal Strategic Lead, Gender Equality Flagship and WIL Programme. • Evidence of effective and efficient coordination for the Gender Equality Flagship and support to key meeting and commitments. • SPC Executive Office, Principal Strategic Lead and WIL Programme Coordinator other stakeholders provide positive feedback on technical assistance, advice and engagement and continue to request support .
<p>KRA 2: Lead and facilitate actions to strengthen gender equality and social inclusion through the Gender Equality Flagship</p> <ul style="list-style-type: none"> • Contribute to and coordinate initiatives aimed at strengthening gender equality and social inclusion across all SPC work programmes. • Advocate for inclusive practices and policies within the organization as part of the WIL Programme and 2022 Leadership Audit. • Support planning of trainings and activities that support awareness and advocacy on gender equality and social inclusion. • Ensure integration of strategic objectives and operational activities within these workplans. 	<ul style="list-style-type: none"> • Evidence of quality support to the Principal Strategic Lead, Gender Equality Flagship and WIL Programme to strengthen GESI through the Gender Equality Flagship. • Principal Strategic Lead and WIL Programme Coordinator, HRSD and stakeholders provide feedback that collaboration with the Programme Officer contributes positively to GESI priorities for the organisation. • Quality and timely inputs into the development of concept notes, plans, initiatives to support the GESI for the Gender Equality Flagship across SPC.
<p>KRA 3: Workplan Management to support efficiency in administrative, finance and procurement requirements (25%)</p> <ul style="list-style-type: none"> • Managing day-to-day administration and operations work for the Principal Strategic Lead, Gender Flagship and WIL Programme through an agreed workplan. • Co-lead and align the workplans for Principal Strategic Lead, WIL, PWL at SPC and HRSD in close consultation with the Executive Office. • Co-Lead planning, budgeting and workplan process for the Gender Equality Flagship in close consultation with the Executive Office. 	<ul style="list-style-type: none"> • Program activities are implemented in a timely manner and deliver quality outcomes, consistent with annual work plans and budgets. • The Principal’s Strategic Lead’s meetings are planned efficiently and effectively with no clashes and stakeholders appropriately prioritised. • Outcomes from key meetings are captured and synthesised in a way that aligns with the

<ul style="list-style-type: none"> • Organise Principal Strategic Lead 's calendar, including liaison with internal and external stakeholders to arrange meetings • Manage travel logistics and related arrangements to ensure smooth execution of programme activities. 	<p>strategic actions for the Principal Strategic Lead and WIL Programme.</p> <ul style="list-style-type: none"> • Relevant data and information properly filed and managed. • Delivery of services provided in line with SPC processes and policies.
<p>KRA 4: Facilitate effective communication, M&E and reporting outputs (25%)</p> <ul style="list-style-type: none"> • Research and prepare detailed briefs and reports from various divisions and programmes. • Facilitate awareness-raising and knowledge-sharing regarding Principal Strategic Lead and WIL Programmes. • Facilitate meetings and information sessions for information gathering, reporting both to SPC, partners and donors. • Co-lead monitoring and reporting with the MEL Adviser and the Strategy, Planning and Learning Division. • Facilitate communications support in collaboration with the Communications Officer and Corporate Communications Division. • Manage the IMPACT OSS for the Gender Community of Practice once in place. 	<ul style="list-style-type: none"> • Evidence of quality and timely technical assistance and support, including knowledge products, research and policy analysis is provided. • Communications, MEL and reporting requirements are met. • Principal Strategic Lead and WIL Programme Coordinator, Corporate Communications Division and Strategy, Planning and Learning Division and stakeholders provide feedback that collaboration with the Programme Officer contributes positively to SPC's commitments on reporting, M&E and on gender equality. • Evidence that IMPACT OSS for Gender Community of Practice managed effectively.

Note

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

Work Complexity:

<p>Most challenging duties typically undertaken:</p>
<ul style="list-style-type: none"> • Partnership and coloration for the Principal Strategic Lead and the WIL Programme are maintained and enhanced across SPC Divisions and stakeholders. • Ensuring buy-in and support for the Gender Equality Flagship across SPC. • Understanding and synthesising technical information and communicating the strategic significance of that information across SPC Divisions and stakeholders. • Multi-tasking in a complex multi stakeholder environment. High workloads requiring prioritization in an often-intense environment for time and attention. • Liaising directly with high-level internal and external stakeholders on behalf of the Principal Strategic Lead and the WIL Programme, with a sufficient understanding of SPC corporate context and operations to communicate the tasks and priorities effectively

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Senior and technical representatives of:</p> <ul style="list-style-type: none"> ▪ SPC Member Countries and Territories ▪ Donors ▪ Partner CROP agencies ▪ Contractors and Consultants ▪ NGOs and CSOs ▪ Academic institutions ▪ Private sector ▪ Other partners working with Principal Strategic Lead and Women in Leadership Programme 	<ul style="list-style-type: none"> ▪ Email and phone communication to arrange meetings and pass on correspondence for the Director ▪ Direct interaction for consultation, planning and implementation in terms of finance and administration and meeting/training management ▪ Preparing reports and supporting documentation ▪ Providing information and advice especially relating to budgets and payments ▪ Courtesy, providing and receiving information, explaining things to people, clarifying country/partner/donor work requirements ▪ Interacting, advising, gaining assistance, resolving minor conflicts, negotiating
<p>Internal</p> <ul style="list-style-type: none"> ▪ Principal Strategic Lead ▪ Executive Office ▪ Programme Coordinator, Women in Leadership ▪ Human Rights and Social Development Division in particular the PCA and Capacity Development Team. ▪ SPC Divisions including Strategy, Planning and Learning Division, Corporate Communications ▪ Flagships Leads ▪ Social and Responsibility Policy Team ▪ Gender Community of Practice ▪ Other SPC staff, particularly OMD, HR, Finance 	<ul style="list-style-type: none"> ▪ Face-to-face and remote communication, both in distributing and receiving information ▪ Teamwork, collaborating, advising, receiving and providing technical input ▪ Courtesy, giving and receiving information, explaining things to people, clarifying needs ▪ Interacting, advising, gaining assistance, resolving minor conflicts, negotiating

Level of Delegation:

The position holder: Has no budgetary or signatory authority.

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 position holder 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:
<ul style="list-style-type: none"> Degree in a relevant field such as human rights, law, gender, international relations or other relevant social science from a recognized university or equivalent work experience. 	<ul style="list-style-type: none"> Specific training qualification on human rights, gender, and social inclusion. Diploma or certificate courses in program management. Certificate/Diploma/Degree in Management or related field

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> Minimum of 5 years of program management experience in development projects specifically in the areas of women in leadership and/or gender equality and social inclusion and/or human rights. Sound and applied knowledge of work planning, budgeting and financial control, results-based management, monitoring, evaluation, and reporting. Minimum of 5 years of relevant work experience performing administrative and coordination functions in a well- established progressive organisation. Excellent analytical, organizational and negotiation skills, and abilities to work effectively in a matrix team structure. Demonstrated experience in development sector in finance, administration and travel Sound experience in logistics management inclusive of travel for workshops and training programs. 	<ul style="list-style-type: none"> Experience with the corporate systems used by SPC Ability to work under minimum supervision Good team player Good working knowledge of the Pacific Experience in Regional and International organization will be an added advantage Experience with Relevant development work in the pacific

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"> Excellent written and oral communication skills Effective stakeholder management skills Efficiency in time management Financial systems Professional skills Planning and organising Prioritization of tasks Project administration and support
Advanced level	<ul style="list-style-type: none"> A good grasp of written and spoken English Familiarity with the use of financial and travel management systems

	<ul style="list-style-type: none"> • Attention to detail • Decision making/problem solving • Report writing
Working Knowledge	Negotiation
Awareness	Knowledge of SPC operations and a good understanding of requirements of sectional Programmes.

Key Behaviours

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

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanour
- Demonstrated high level commitment to customer service
- Ability to think and act on initiative
- Highly motivated and strong affinity to teamwork

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 changes may be initiated as necessary by the Geoscience Division Administrator. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.