



JOB DESCRIPTION

Job Title:	Programme Lead – Civil Registry and Vital Statistics (CRVS)
Division/Programme and Section/Project (if any):	Statistics for Development Division
Location:	Suva
Reporting to:	Deputy Director
Number of Direct Reports:	0
Purpose of Role:	Lead SPC and the region’s efforts to strengthen civil registration and other administrative systems in Pacific island countries and territories, to improve the production of vital statistics relating to births, deaths and other civil status events pertaining to population estimates.
Date:	<i>October 2024</i>

Organisational Context and Organisation Chart

The Statistics for Development Division (SDD) comprises 30 – 50 long term staff and consultants within the Pacific Community (SPC). Its objective is for the region to meet the outcome set out in the 2022-2030 Pacific Statistics Strategic Framework:

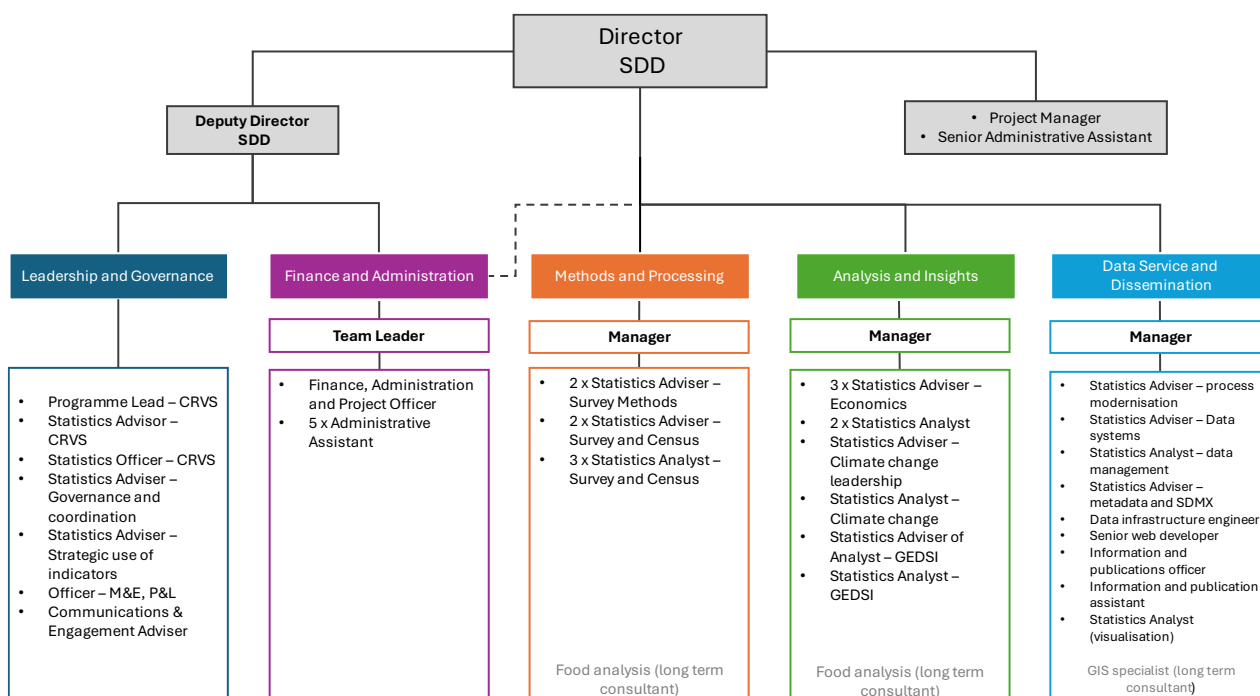
“All Pacific peoples, economies and environments benefit from better data and evidence-based decision-making for sustainable development”

SDD comprises four technical teams and a finance and administration team in support as shown in the organizational chart on the next page. All teams work in close cooperation with each-other.

The division seeks to improve its performance against “ways of working” objectives, which change from time to time but in late 2022 were:

- Develop a high performing Division that works as a team
- Mainstream good modern data practice
- Strengthened engagement
- Make the most of our resources

Statistics for Development Division organisational chart



Key Result Areas (KRAs):

The Programme Lead role is a technical leadership and influence but non-managerial position. It is distinguished from Adviser roles in the division through the requirements for:

- Internal leadership – multiple other roles in the division look to this role for direction, and the management team will rely on the Programme Lead to shape a work programme for themselves and those other relevant roles
- External senior stakeholder engagement – a key part of this role is shaping regional agendas at senior levels (department heads and Ministers), and representing SPC in decision-taking forums
- Resource mobilisation – the Programme Lead is expected take the lead in shaping substantial business cases in their area and in representing SPC to donors

As a technical leadership role, the Programme Lead is also expected to model the division’s “ways of working” and pro-actively promote improvements across the division in these areas.

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

<i>Jobholder is accountable for</i>	<i>Jobholder is successful when</i>
KRA #1 Internal leadership 25%	<ul style="list-style-type: none"> • The SPC Work programme relating to CRVS is developed in a timely fashion, is well designed, consistent with regional CRVS plans, the Strategic Framework for Pacific Statistics and SDD Business Plan, and available to guide the work of Advisers, Officers and Analysts in SDD, Pacific Data Hub and Public Health division • Advisers, Officers and Analysts working on CRVS-related issues have a vibrant culture contributing to productivity and innovation. • Relevant colleagues provide feedback that – when balanced with other information – suggests that technical and programme leadership in CRVS is strong • Tangible support is given to the divisional leadership team’s management and direction of the division

	<ul style="list-style-type: none"> Contributions to integrated ways of working across SPC, including Flagships, Communities of Practice and integrated programmes
KRA #2 Regional CRVS leadership and coordination 25%	<ul style="list-style-type: none"> SPC is seen as a successful leader in regional CRVS by members of the Brisbane Accord Group and by member Pacific island countries and territories (PICTs) High quality, relevant and influential regional CRVS strategies and action plans are regularly produced with SPC facilitation Donors and development partners coordinate assistance well and SPC is an important facilitator of this coordination
KRA #3 Technical assistance, advice and capacity building 25%	<ul style="list-style-type: none"> PICT members regularly seek SPC support for CRVS strategies, action plans and change programmes because they see SPC as providing high quality advice and technical assistance Colleagues report positively on the technical assistance, advice and capacity building this Programme Lead provides The quality of CRVS operations in PICT members improves over time and SPC is making a tangible contribution
KRA #4 Stakeholder engagement and resource mobilization 25%	<ul style="list-style-type: none"> Relationships with key stakeholders – in member countries, donors, and implementation partners – are positive. Public speaking, writing and media engagement leads to positive feedback and growing trust and understanding of issues in areas relevant to the role Constructive discussions are held with possible donors, leads are followed up and where necessary and possible business cases generated and approved

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

Most Challenging Duties Typically Undertaken (Complexity):

- Technical leadership, support and development of staff to deliver work programs, dealing with technical statistical issues in a complex stakeholder environment.
- Balancing competing priorities from multiple countries and donors, managing expectations and ensuring multiple complex projects stay on track.
- Helping pro-actively lead cultural and technical change such as innovation and statistical process modernisation, in the division and the region.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Internal	
<ul style="list-style-type: none"> Team SDD Director, Deputy Director and divisional colleagues Corporate services Other SPC technical divisions , particularly Public Health Division Members of Senior Leadership Team 	<ul style="list-style-type: none"> Cooperation, peer review, teamwork Leadership and influence on matters relating to civil registry and vital statistics
External	
<ul style="list-style-type: none"> Member Government Statisticians Heads, National Planning Agencies and other data-using government agencies Heads, relevant government ministries SDD is working with on administrative data such as Ministry of Health 	<ul style="list-style-type: none"> Managing and influencing relationships, conflicting interests and priorities Supporting SDD positioning as the region’s statistical leader and lead coordinator of support relating to CRVS Giving and receiving information, liaising, facilitating, influencing, brokering, persuading, issue resolution and negotiating

<ul style="list-style-type: none"> • Brisbane Accord Group, Heads of Planning and Statistics, and other regional bodies • Donors / development partners (e.g. Australian and New Zealand Foreign Affairs; World Bank) • Technical Partners (e.g. World Bank, UNFPA, UNDP, UNICEF, ABS, SNZ, PFTAC) • Data Users – global, regional, national; government and non-government • Contractors and consultants 	<ul style="list-style-type: none"> • Co-ordinating and providing technical advice and support • Procuring and managing extra resources
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Level of Delegation:

Routine Expenditure Budget: EUR 0.

Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000.

Personal 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

<p>Essential:</p> <ul style="list-style-type: none"> • Masters degree in administration, public health, statistics, demography, epidemiology (or other academic discipline related to substantive work of the Statistics for Development Division) 	<p>Desirable:</p> <ul style="list-style-type: none"> • Member of a recognized professional association or related bodies • Adult learning, training or capability building qualifications
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Knowledge/Experience

<p>Essential:</p> <ul style="list-style-type: none"> • 12+ years of relevant experience including 5+ in a senior role (management, or influential technical leadership), with strong relationship management and engagement skills and success in leadership positions • Specialist experience in at least one of: <ul style="list-style-type: none"> ○ Strategic leadership of national CRVS systems ○ Analysis of mortality and fertility data including adjusting for under-reporting and data management ○ Database development or administration for national CRVS systems or identity systems • Experience in designing and delivering training for professionals • A good understanding of the challenges developing countries (particularly small island states) face, in the management of civil registries and the collection, production and use of official statistics • Excellent oral and written English language communication. • Demonstrated ability to work with people from different national and cultural backgrounds 	<p>Desirable:</p> <ul style="list-style-type: none"> • Working in a developing country environment, preferably in the Pacific Island region • Familiarity with International Classification of Diseases codes and their application to mortality coding and tabulations • Project management experience • Working in or closely with enterprise IT, data warehousing, engineering, or governance functions • Applying data analysis and statistical methods with specialist software such as R or Stata for reports and presentations for a range of audiences • Training and capacity development • French language • A Pacific Island language
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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"> • Understanding of operating environments of Pacific Island civil registry and statistical agencies • Strategic influencing and stakeholder engagement • Technical skills in civil registry operations and in using administrative data for population estimates
Advanced level	<ul style="list-style-type: none"> • Provision of best-practice technical advice and training e.g. adult learning approaches • Communication and professional networking skills exercised with both users and producers of statistics • Working with a regionally dispersed team and stakeholders
Working knowledge	<ul style="list-style-type: none"> • Consultant procurement and management
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies

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
- Building Individual Capacity

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.