



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Team Leader – Mainstreaming and Capacity Building
Division	Human Rights and Social Development
Location:	Suva, Fiji
Reporting to:	Manager- Programmes
Number of Direct Reports:	2-5
Purpose of Role:	To build internal capacity of SPC and HRSD to advance human rights, gender equality, youth development and social inclusion in the Pacific. To ensure the work programme under Objective 4 contributes to a coherent and integrated work programme of the Division. Manage and develop a team.
Date:	May 2021

Organizational Context and Organization Chart

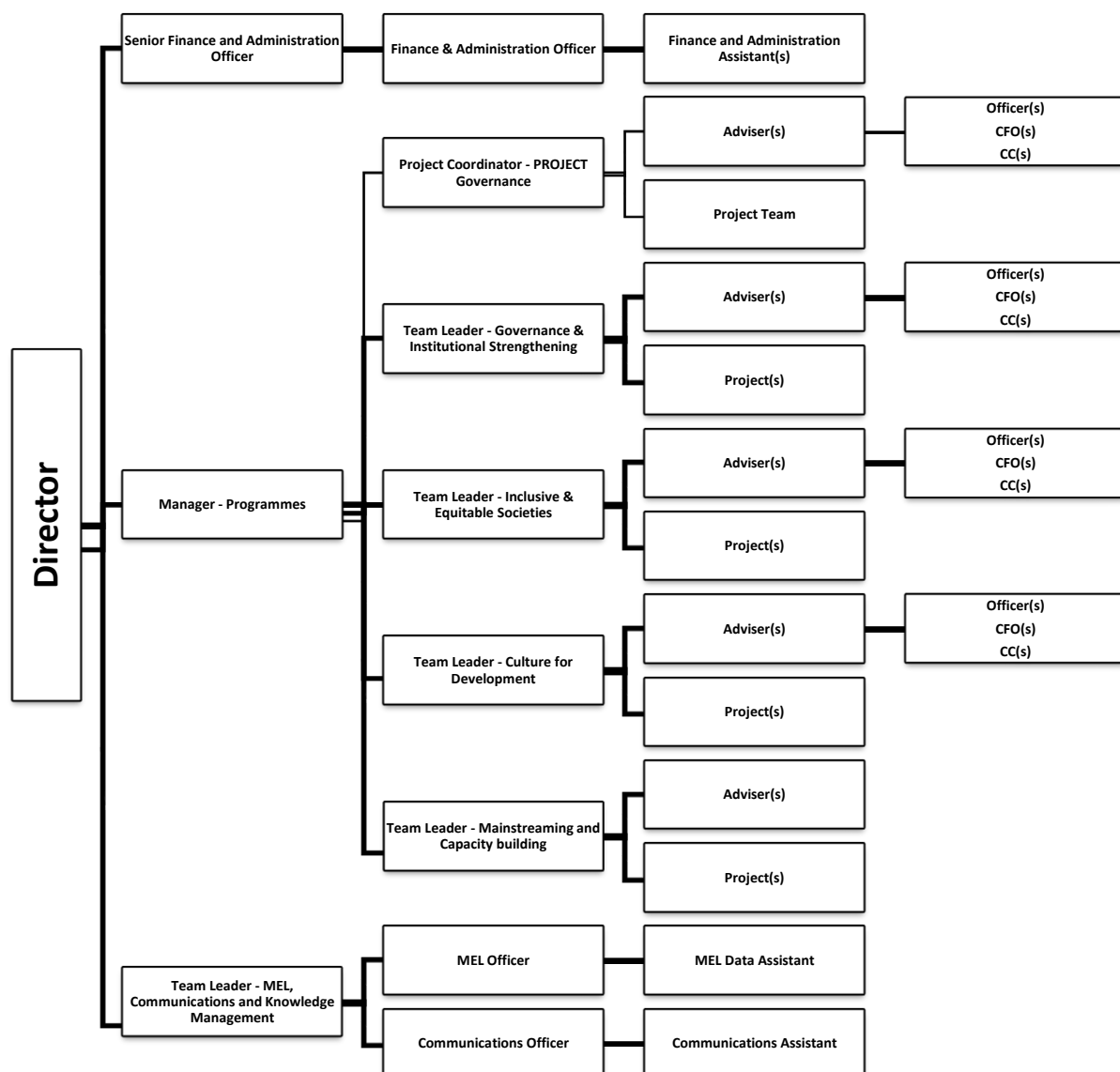
The vision of the Human Rights and Social Development Division is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

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

The work of this Division includes work previously undertaken in the area of human rights, gender equality, culture and youth development.

In line with its vision, the work of the Division 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.**



The Key responsibilities of the Team Leader Mainstreaming and Capacity Building includes:

- (a) leading the design and implementation of SPC's work to mainstream rights-based and GESI approaches across the organisation within the framework of the SPC People-Centred Approach Strategy, including through the direct implementation of the mainstreaming work, as required;
- (b) ensuring the materials, resources and tools used by HRSD (and other relevant SPC divisions) in training, technical assistance and capacity building work more generally, are effective and fit for purpose, including by designing new or adapting current materials, resources and tools for use and ensuring their effective use by relevant staff;
- (c) ensuring the methods and practices used by HRSD and other relevant SPC staff in delivering training, technical assistance and capacity building work more generally, are effective and fit for purpose, including by providing appropriate training, coaching, mentoring and any other forms of capacity building, as required, ensuring that this work is of a high quality and consistently meets human rights, adult learning andragogy and mainstreaming technical standards.

Key Result Areas (KRAs):

This position encompasses the following Key Result Areas:

KRA 1: Programme oversight, management, including integrated programming, and staff supervision and management (60%)

KRA 2: Capacity Development for Programme Delivery (30%)

KRA 3: Stakeholder engagement, networking and coordination (10%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 Programme oversight, management, including integrated programming, and staff supervision and management</p> <ul style="list-style-type: none"> Leads the design and mainstreaming of a People-centered Approach across SPC's scientific and technical programmes and operations. Supports HRSD management to source and resource PCA activities. Supports the relevant personnel with integrated programming initiatives at SPC Ensures that MEL, research and innovation informs the PCA work. Oversee HRSD's responsibilities to implement the Social and Environment Responsibility Policy. Under a matrix arrangement in collaboration with relevant Team Leaders, supervises the technical work of the advisers, officers and programme managers engaged in mainstreaming PCA. Manages the leave approvals, management plans and performance appraisals of advisers, officers and programme managers assigned to the role. 	<ul style="list-style-type: none"> People-centered approach is effectively mainstreamed across the work of SPC and relevant KPIs are met. Programme / activities on People-centered Approach deliver quality outcomes, consistent with annual work plans and budget. HRSD capacity building content, materials and resources are of quality, appropriate and relevant. PCA mainstreaming is resourced Effective coordination with finance, Team Leaders, Advisors, Officers to inform and support delivery of programme activities related to PCA mainstreaming and capacity building approaches. Evidence of improvement of the People-centered Approach based on MEL feedback and recommendations. Staff leave, performance and development processes are well managed.
<p>KRA #2: Capacity Development for programme delivery</p> <ul style="list-style-type: none"> Delivers technical assistance and advise to HRSD and SPC Divisions on the implementation of the People-centered Approach. Develops capacity building objectives, strategies, participatory and experiential andragogy suited to adult learners and to meet HRSD's internal capacity needs. Coordinates and facilitates the delivery of capacity development interventions for HRSD and other SPC staff on People-centered approaches and other areas of HRSD's work programme. Provides technical leadership and oversees development of an appropriate mix of multi-media technical and educational resources and tools suited to the Pacific context. Collaborates with relevant staff and Team Leaders to promote a People-centered Approach to SPC members and partners. 	<ul style="list-style-type: none"> SPC, including HRSD staff effectively mainstream PCA in their work as shown in reports and feedback from partners. Feedback from partners and stakeholders indicate improved capacity to address national priorities and issues by applying human rights, gender and social inclusion and culture. Wide utility and demand for HRSD's technical and educational resources and tools. People-centered Approach is widely adopted and adapted to achieve quality and equitable development. Evidence of on-going improvements in SPC member countries' human rights and GESI work.

KRA #3 Stakeholder engagement, networking, and coordination <ul style="list-style-type: none"> • Supports donor engagement. • Represents the division and SPC in organizational, regional, sub-regional and international events and initiatives • Builds and maintains strong working relationship with SPC Divisional staff, SPC members and external partners to achieve HRSD's goal. • Coordinates and facilitates cross-divisional learning, collaboration and networking to advance People-centered objectives and HRSD goal. 	<ul style="list-style-type: none"> • Donors acknowledge and highly regard HRSD's relationship and engagement. • SPC and HRSD contributions and representation is visible • Positive feedback and honest recommendations received from SPC staff, members and partners, evident by progress toward HRSD goal. • Evidence of cross-divisional learning and collaboration to mainstream a People-centered Approach.
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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):

<ul style="list-style-type: none"> • Building confidence in, and uptake of the People-centered Approach and capacity building services. • Interfacing various gender and human rights principles, standards and approaches in SPC technical and scientific programming areas including climate change/ resilience, coastal fishers, land resource management, environmental protection and other key SPC focal areas. • Managing, mentoring and providing leadership to a diverse, a multi-cultural and multi-disciplinary team with varying skills, capacity and areas of expertise. • Introducing new technologies, methods and approaches to training and capacity building. • Injecting creativity and innovation in the design of capacity building and mainstreaming technical and educational resources. • Cultural competence and sensitivity to ensure People-centered Approach mainstreaming work is contextually and culturally appropriate and does not harm SPC or HRSD reputation or relationships with SPC member states.
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: <ul style="list-style-type: none"> • Pacific Island governments • Donor partners and funding agencies • CROP Agencies • International development agencies • Auditors, evaluators and analysts 	<ul style="list-style-type: none"> • Informing, communicating and gaining cooperation of member states on human rights, gender equality, social inclusion, culture for development • Ensuring compliance with donor policies and visibility requirements. • Providing information and feedback to inform national, regional and international developments.
Internal Key internal contacts are: <ul style="list-style-type: none"> • HRSD Director • HRSD Manager – Programmes • HRSD Team Leaders • HRSD Advisors, Officers • SPC / HRSD Finance and Admin staff • SPC Divisional Directors • SPC Divisions' Technical staff 	<ul style="list-style-type: none"> • Providing strategic and technical advice as pertains to the design and development and mainstreaming of People-centered Approach and capacity building initiatives. • Providing technical oversight and collaborating to facilitate effective work practices. • Leading, supervising, mentoring and support, conflict resolution • Giving/receiving and informing • Gaining cooperation, influencing, negotiating.

	<ul style="list-style-type: none"> • Collaboration in the implementation of activities. • Influencing uptake of People-centered Approach. • Convincing and advising on systems, processes and activities.
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Level of Delegation:

Overall Operational Budget managed by the role: Approximately EUR 1,000,000 per annum
 Budget Sign off Authority without requiring approval from direct supervisor: EU50

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Master's Degree in international development, human rights, human rights law, education (teaching / adult learning) / capacity building, social science or other relevant subject area from a recognised university, or Bachelor's degree in one or more of the above disciplines with 10 years of experience in the field 	<ul style="list-style-type: none"> • Qualifications in capacity building, project design and development, management. • Qualifications in Training of Trainers from an accredited institution.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years of experience in a similar position with complex multi donor, multi stakeholder and multi beneficiary projects, ideally in the Pacific Islands region • Integrated programming, developing and overseeing socially inclusive development programmes across multiple sectors • Experience in or have transferable knowledge on mainstreaming People-centered Approach (human rights-based approaches, mainstreaming gender and social inclusion) in development programming • Skilled in wide range of capacity building and mainstreaming modalities. Leading a multi-disciplinary and cross- cultural team 	<ul style="list-style-type: none"> • Leading teams located and working across multiple locations. • Demonstrated high level of emotional intelligence through work approaches / experience. • Working with CROP and UN agencies, development partners, NGOs, civil society organizations in PICTs. • Pacific experience and an understanding of human rights and development challenges. • Good working knowledge of sectors that SPC works in.

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"> • Technical expertise in human rights, rights-based approach, gender equality, equity, social inclusion including youth development and rights of persons with disability. • Team management and oversight.
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	<ul style="list-style-type: none"> • Communication, coordination, report writing, and relationship building. • Ability to rapidly assimilate 'new' information. • Critical, robust and inclusive assessment of alternative strategies and options. • Adult education and learning (andragogy) principles, approaches and methods.
Advanced level	<ul style="list-style-type: none"> • Financial and results-based reporting requirements for SPC and for donor partners. • Familiarity with PICTs' commitments to human rights, GESI, youth development at the national, regional and international levels. • Mediation and negotiation skills. • Ethics, including implementation of 'Do no harm' principles. • Project and programme management
Working knowledge	<ul style="list-style-type: none"> • Human rights laws and standards • Strategic planning, monitoring, evaluation and learning • Establishing and maintaining communities of learning, innovation and practice • Existing human rights and GESI 'entry points' and networks at national, regional and global level • Resource mobilisation /project proposal and funding cycles, requirements of current and potential donor partners
Awareness	<ul style="list-style-type: none"> • SPC sectoral work in agriculture, fisheries, geoscience, maritime, energy, disaster risk reduction and management, climate change adaption and mitigation, education assessment, public health, statistics for development. • Pacific cultures • Development partners' work in the Pacific

Key Behaviours

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

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement
- Leadership
- Promotion of Equity and Equality
- Teamwork
- Supervision/Management (for managers only)

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.