



JOB DESCRIPTION

Job Title	Team Leader - Governance & Institutional Strengthening
Division	Human Rights and Social Development
Location	Suva, Fiji
Line/Hiring Manager	Manager, Programmes
Number of Direct Reports	2-5
Purpose of role	To lead and provide technical assistance and support to Pacific Islands Countries and Territories (PICTs) to adhere and be responsive in delivering on their human rights, gender equality, and social inclusion (GESI) commitments. To ensure the work programme under Objective 1 contributes to a coherent and integrated work programme of the Division. Manage and develop a team.
Date	May 2020

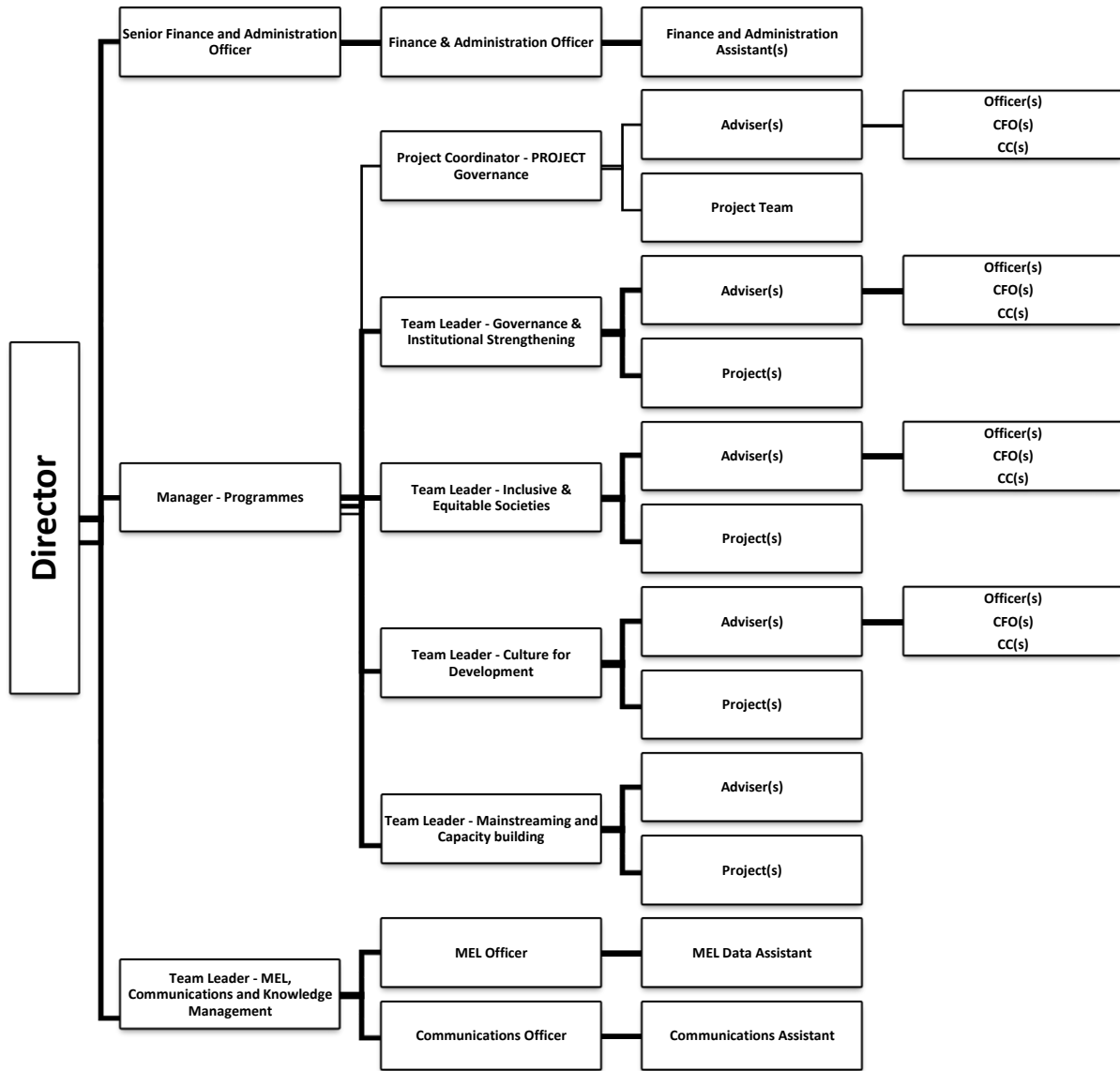
Organizational Context and Organization Chart

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.

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.



Key Result Areas (KRAs):

KRA#1: Programme delivery and management, including integrated programming, and staff supervision and management (65%)

KRA#2: Strategic planning, policy and programming advice (25%)

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 delivery and management including integrated programming, and staff supervision and management</p> <ul style="list-style-type: none"> • Leads the design and delivery of the work programme under objective 1. • Delivers technical assistance under objective 1. • Supports the relevant Team Leader with integrated programming initiatives at SPC. • Ensures the work programme under objective 1 contributes to a coherent and integrated work programme of the Division. 	<ul style="list-style-type: none"> • Programmes / projects under objective 1 deliver quality outcomes, consistent with annual work plans. • PICTs and other stakeholders provide positive feedback or evaluations on programme / project delivery under objective 1. • PICTs and other stakeholders consistently request technical assistance under objective 1. • Effective coordination with finance and operations, and social innovation and

<ul style="list-style-type: none"> • Ensures that MEL, research and innovation informs the work programme of objective 1. • Under a matrix arrangement in collaboration with relevant Team Leaders, supervises the technical work of the advisers, officers and programme managers under objective 1. • Manages the leave approvals, management plans and performance appraisals of advisers, officers and programme managers assigned to the role. • Supports resource mobilization efforts for the work programme under objective 1. 	<p>learning teams, informs project / programme delivery.</p> <ul style="list-style-type: none"> • PICTs and other stakeholders, as well as SPC divisions, receive timely and relevant technical assistance under objective 1. • Objective 1 programmes are resourced. • Programme / project team under objective 1 is well supported, engaged and guided to deliver quality, appropriate and relevant services. • Staff leave, performance and development process are well managed.
<p>KRA#2: Strategic planning, policy and programming advice</p> <ul style="list-style-type: none"> • Leads strategic advice with respect to planning, policies and programming for objective 1 for the division and SPC. • Contributes to national, sub-regional, regional and international planning, policies, programming and institutions that support PICTs to be adhere to and deliver on their human rights, gender equality and social inclusion commitments. 	<ul style="list-style-type: none"> • Quality and timely policy advice under objective 1 is provided to PICTs and other stakeholders, as well as SPC. • SPC Gender mainstreaming committee implements recommendations • PICTs adhere to commitments through treaty ratification, reporting, legislation and policy, and institutional mechanisms • SPC and national and regional strategic plans, policies and programming include human rights and social development dimensions.
<p>KRA#3: Stakeholder engagement, networking and coordination</p> <ul style="list-style-type: none"> • Supports donor engagement. • Represents the division and SPC in organisational, regional, sub-regional and international events and initiatives. • Supports GESI and HR convenings including for capacity building, cross-learning and south-south cooperation. 	<ul style="list-style-type: none"> • Working groups, task forces and other technical committees are actively supported. • The Triennial Conference of Pacific Women and the Meeting of the Pacific Ministers for Women are supported. • Pacific position is reflected in sub-regional, regional and international fora.

Most Challenging Duties Typically Undertaken (Work Complexity):

- Coordination and integration across human rights and GESI.
- Ensuring objective area 1 is part of a coherent and mutually reinforcing broader work programme of the division.
- Supporting and coordinating broader SPC organisational priorities including the implementation of the People Centred Approach and integrated programming.
- Supporting coordination and engagement in CROP and UN processes and mechanisms on human rights and GESI.

Functional Relationships & Relationship Skills:

Key internal and / or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Funding and development partners • PICTs focal points (minister level and lower) including CSOs • CROP Gender Working Group and broader partners, CSW Technical Working Group, Regional Working Group on Domestic Violence Legislation Implementation, Pacific Women Shaping Pacific Development Support Unit. 	<ul style="list-style-type: none"> • Reporting (activity/outcome and financial), various committees and working groups • Coordination and delivery of work programme, including technical assistance, under objective 1. • Negotiating, influencing and securing cooperation and collaboration.
Internal <ul style="list-style-type: none"> • Division Director • Division Team Leaders • Division team (reporting line) • Other SPC Technical Divisions and programmes • OMD, including SPL and other internal support services 	<ul style="list-style-type: none"> • Reporting (activity/outcome and financial) Programme delivery against outcomes • Integrated programming and supporting the people centered approach • Finance, MEL, results reporting • Negotiating, influencing and securing cooperation and collaboration.

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

Person Specifications:

Qualifications

Essential:	Desirable:
Master's degree in human rights/ gender/ development/ sociology or other relevant subject area or Bachelor degree in one or more of the above disciplines with 10 years of experience in the field.	Certificate or diploma in project / program management from a recognised institution.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years of development experience working in the fields of human rights, youth development, or gender equality and social inclusion and at least 8 years if working in the PICTs. • Integrated programming and developing and overseeing program work plans under 	<ul style="list-style-type: none"> • Leading teams located and working across multiple locations. • Understanding of ethical guidelines in programme/ project implementation including do no harm and survivor-based approaches. • Demonstrated high level of emotional

<p>objective 1, and associated donor reporting requirements.</p> <ul style="list-style-type: none"> • Leading a multi-disciplinary and cross-cultural team. 	<p>intelligence through work approaches / experience.</p> <ul style="list-style-type: none"> • Conducting research, including participatory research and mixed-methods. • Organizing and convening bi-lingual regional, sub-regional and national events such as meetings, consultations, workshops etc. • Working with CROP and UN agencies, development partners, NGOs, civil society organizations in PICTs.
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Key Skills/Attributes/Job Specific Competencies

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

<p>Expert level</p>	<ul style="list-style-type: none"> • Technical expertise in human rights, GESI and youth development standards, systems, frameworks and strategies. • Team management and oversight. • Communication, coordination, report writing, and relationship building. • Ability to rapidly assimilate 'new' information. • Critical, robust and inclusive assessment of alternative strategies and options.
<p>Advanced level</p>	<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 and GESI at the national, regional and international levels. • Mediation and negotiation skills. • Ethics, including implementation of 'Do no harm' principles.
<p>Working knowledge</p>	<ul style="list-style-type: none"> • Capacity building modalities. • Resource mobilisation / project proposal and funding cycles, requirements of current and potential donor partners • Provide support for strategic planning, MEL • Establishing and maintaining communities of learning, innovation and practice • Existing human rights and GESI 'entry points' and networks at national, regional and global level
<p>Awareness</p>	<ul style="list-style-type: none"> • Cultural and political systems and dynamics. • SPC human rights and social development work in the region.

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.