



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title	Human Rights and GESI Adviser
Division	Human Rights and Social Development Division (HRSD)
Location	Suva, Fiji
Line/Hiring Manager	Team Leader – Governance and Institutional Strengthening
Number of Direct Reports	1-2
Purpose of the role	The Human Rights Adviser will provide technical advice, assistance and capacity building under the HRSD work programme. As the role requires working across the objectives of the HRSD work programme, the Human Rights Adviser will have a matrix reporting relationship with other Team Leaders in this regard.
Date	June 2022

Organizational Context and Organization Chart

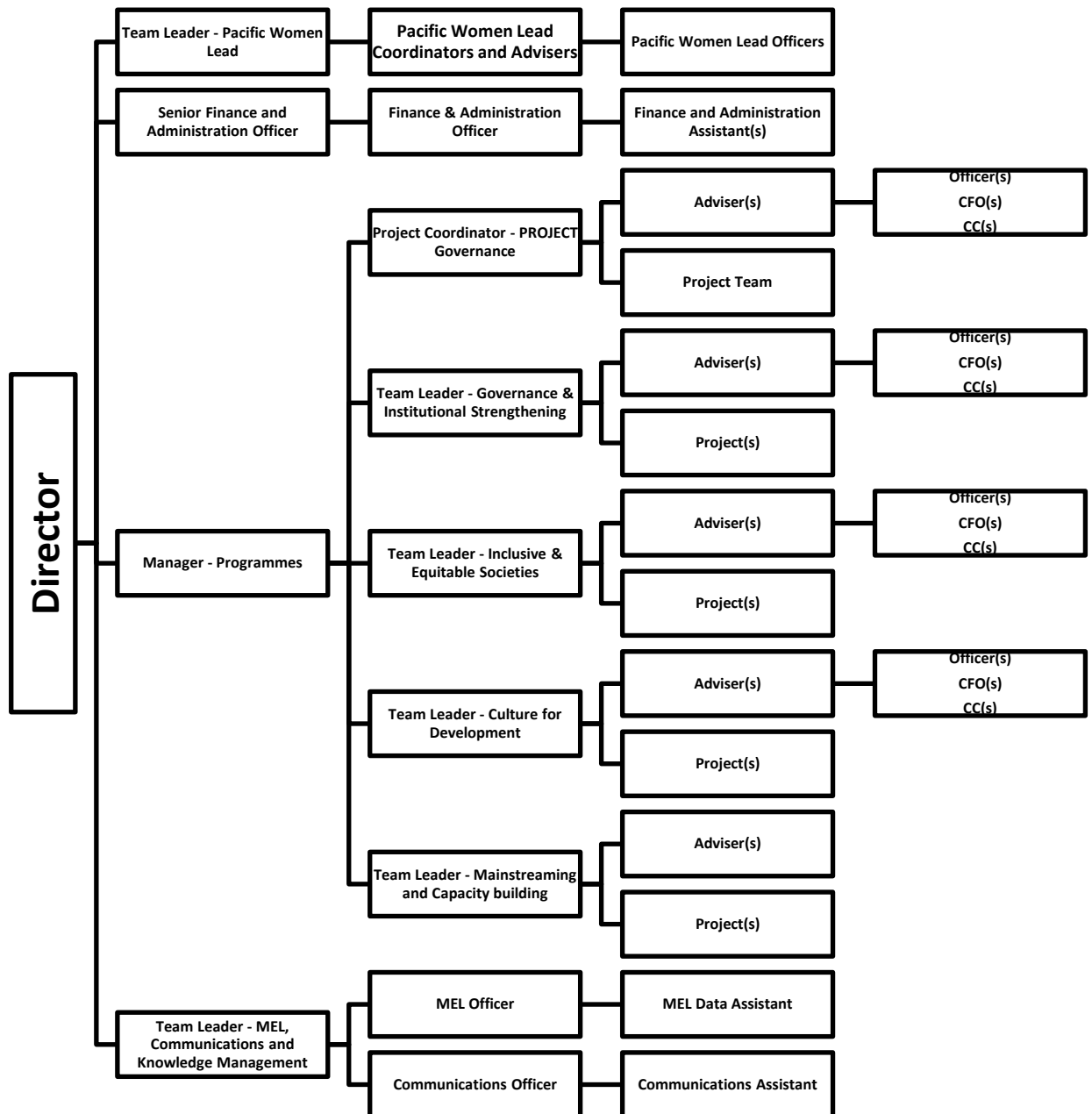
The vision of the Human Rights and Social Development Division (HRSD) is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

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 Social Citizenship Education Officers 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 a People-centered approach within SPC programmes.

SPC defines People-centered approach as a process which ensures that those at risk of poverty and social exclusion gain the opportunities and resources necessary to participate fully in economic, social, political and cultural life and to enjoy a standard of living that is considered normal in the society in which they live. It ensures that they have greater participation in decision making which affects their lives and access to their fundamental rights. PCA/ Social inclusion processes require both addressing the drivers of exclusion, including certain policies and institutions as well as discriminatory attitudes and behaviours, and actively “bringing people in”

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.



Key Result Areas (KRAs):

KRA#1: Provide technical assistance and support on human rights, gender equality, social inclusion (GESI), and ending violence against women and girls (EVAWG). 40%

KRA#2: Human rights, GESI and EVAWG capacities and skills development – 30%

KRA#3: Stakeholder engagement, networking and coordination – 15%

KRA#4: Project management and people management – 15%

The KRAs are to be read alongside Annexure I, which details specific areas of work which this role will focus on.

The performance requirements of the KRAs are broadly described below:

Jobholder is accountable for:	Jobholder is successful when
<p>KRA#1: Provide technical assistance and support to PICTs on human rights, gender equality, social inclusion (GESI), gender mainstreaming and ending violence against women and girls (EVAWG).</p> <ul style="list-style-type: none"> • Support Pacific Island Countries and Territories (PICTs) governments and civil societies to implement and deliver on human rights, GESI, EVAWG commitments and priorities • Conduct research and policy analysis and provide regular written updates for the division on key and emerging human rights, GESI, EVAWG issues, in line with PICTs' priorities. • Engage in national, regional and international fora, mechanisms and processes for the purposes of integrating human rights, GESI perspectives and EVAWG in policies and programs. • Support integrated programming and mainstreaming of People Centered Approaches to Development across SPC. • Work with the other Advisers and the Social Innovation and Knowledge Management team to develop ideas and concepts for the advancement 	<ul style="list-style-type: none"> • Quality and timely technical assistance and support, including knowledge products, research, legal and policy analysis is provided consistent with annual work plan. • PICTs and other stakeholders provide positive feedback on technical assistance, advice and engagement and continue to request TA. • Evidence of human rights and GESI with a particular focus on sustainable livelihoods in integrated programming and mainstreaming across SPC. • TA and support on human rights and GESI are delivered in a coordinated way across programmes and teams. • MEL and reporting requirements are met. • Quality and timely inputs into the development of concepts for project and programme proposals for the Division and across SPC.

<p>human rights, GESI and EAWG in the region.</p> <ul style="list-style-type: none"> • Support monitoring, evaluation and learning for projects, programmes and activities. 	
<p>KRA#2: Human rights and GESI capacities and skills development</p> <ul style="list-style-type: none"> • Identify capacity needs for human rights, GESI and EAWG integration in PICTs and other stakeholders. • Facilitate, develop and/or deliver capacity and skills building on human rights, GESI, EAWG, and utilizing multiple modalities. • Monitor and evaluate impacts of programmes and activities. • Continuously review and adapt capacity building and skills development materials based on MEL. 	<ul style="list-style-type: none"> • HRSD staff's knowledge enhanced through development and circulation of training/other materials and internal training activities on human rights, GESI and youth development. • Quality and contextualized capacity building and skills development programmes, tools and guidelines are developed and delivered in line with PICTs priorities and work plan. • Evaluation from participants regarding capacity and skills development initiatives request continued support • Timely completion of capacity building and skills development reports capturing evaluation data and lessons learnt. • Capacity building and skills development material are adapted and current.
<p>KRA#3: Stakeholder engagement, networking and coordination</p> <ul style="list-style-type: none"> • Lead stakeholder engagement, networking and coordination to advance divisional objectives at national, regional and institutional levels. • Engage in relevant working groups, task forces and other technical committees including sustainable livelihoods. • Represent SPC at national, regional and international forums as delegated by the Director. 	<ul style="list-style-type: none"> • Partners are regularly informed of divisional work at country level. • New opportunities are identified to advance divisional objectives. • Stakeholders provide positive feedback through written and oral communications. • Division representation and inputs are acknowledged as required.
<p>KRA#4: Project management and people management</p> <ul style="list-style-type: none"> • Manage and report on the delivery of human rights, GESI and EAWG projects, programmes and activities. • Collaborate with in-country staff to develop implement, monitor and report against social inclusion projects, programmes, activities, work plans and budgets. 	<ul style="list-style-type: none"> • In-country programs/projects deliver quality outcomes, consistent with annual work plans and budgets. • CFOs, country project staff, in-country supervisor provide feedback that the collaboration of the Adviser contributes positively to project, programme and activities delivery.

<ul style="list-style-type: none"> • Manage the leave approvals, management plans and performance appraisals of Country Focal Officers (CFOs) as required. • Collaborate with CFOs and in-country focal points to develop, implement, monitor and report against CFOs' work plans and budgets. 	<ul style="list-style-type: none"> • Timely and quality reporting of interventions are completed to a high standard.
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Most Challenging Duties Typically Undertaken (Work Complexity):

- Navigating diverse religious, political and cultural contexts to advance human rights, GESI, youth development and sustainable livelihoods.
- Coordinating effective delivery of services to multiple programs and projects across HRSD and SPC in different cultural environments.
- Ensuring that all activities and actions are grounded in Pacific values and principles, and people centred approaches that reinforce values of human rights and social inclusion
- Managing work plan deliverables with remote staff.
- Providing technical advice and support for PICTs senior government officials and a wide range of audiences to advance human rights and GESI.
- Continually adapting work delivery to respond to current and emerging human rights, GESI and youth development issues.
- Communicating complex human rights and GESI concepts to influence a wide range of audiences.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • PICTs focal points (ministerial level and lower) including CSOs • PICTs national ministries and social service providers • Funding and development partners • Other regional and international agencies • Technical Working Groups on National Mechanisms on Implementation, Reporting and Follow-up (NMIRF) and National Human Rights Institutions (NHRI) • Private Sector Organisations • Researchers/academics • CSOs, vendors, consultants, and community members • Private contractors and consultants 	<ul style="list-style-type: none"> • Responding to requests for information, technical assistance and support • Reporting on (activity/outcome and financial) and participation on various committees and working groups • Supporting scoping missions for the establishment of NHRIs and providing on-going technical support. • Coordination and delivery of work programme, including technical assistance • Negotiating, influencing and securing cooperation and collaboration • Engaging in communities of learning, information and practice • Representing SPC

Internal <ul style="list-style-type: none"> • Team Leaders, Advisors, Officers, Country staff, Administrative and Finance team, interns • SPC Directors and staff – Human Resources Manager, OMD, Strategic Planning & Learning, and SPC Technical Divisions 	<ul style="list-style-type: none"> • Reporting (activity/outcome and financial) Programme delivery against outcomes • Finance, MEL, results reporting. • Supporting coordination and collaboration for integrated programming and implementation of PCA.
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Level of Delegation:

Overall Operational Budget managed by the role: Approximately EUR 150,000 per annum

Budget Sign off Authority without requiring approval from direct supervisor: *nil*

Person Specifications:

Qualifications

Essential:	Desirable:
<p>A postgraduate qualification in economics and development, human rights, law, gender, international relations or other relevant social science from a recognized university, or a Bachelor's degree in one or more of the above disciplines with 7 years of experience in the field.</p>	<ul style="list-style-type: none"> • Masters degree in a related social science. • Specific training qualifications on human rights, gender, social inclusion and EVAWG. • Diploma or certificate courses in project management.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 7 years of development experience working in the field of human rights, gender equality and social inclusion, with at least 5 years of working in the Pacific. • Experience in mainstreaming human rights-based, gender and social inclusion and EVAWG approaches in development programming. • Proven track record in quality programming, developing, delivering and reporting against work plans. • Experience developing capacity building resources and delivering sessions on applying human rights, GESI and EVAWG principles for 	<ul style="list-style-type: none"> • Work experience in the field of climate change and disaster risk reduction. • Working with teams located remotely. • Demonstrated high level of emotional intelligence through work approaches. • Conducting research, including participatory research and mixed methods. • Organizing and convening bi-lingual regional, sub-regional and national events • Working with and engaging consultants. • Knowledge of the mandates of CROP and UN agencies, development

<div>diverse government and non-government audiences.</div> <ul style="list-style-type: none"> • Significant communication skills and experience working in a multi-disciplinary and cross-cultural team. • Strong interpersonal skills and an ability to work with a wide range of individuals • Ability to translate text-heavy documents or information into user-friendly materials for a wide range of audiences • Excellent written and oral communication skills in English, with strong writing ability at a donor project reporting level. • 	<div>partners, NGOs, civil society organizations in PICTs.</div> <ul style="list-style-type: none"> • Understanding of ethical guidelines in programme/project implementation including do no harm and survivor-based approaches.
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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"> • Proven experience delivering human rights, gender, social inclusion, sustainable livelihoods programmes and technical assistance to PICTs. • Applied knowledge of national, regional and international human rights, gender and social inclusion frameworks and development challenges in the Pacific within national government machinery or within a CROP agency.
Advanced level	<ul style="list-style-type: none"> • Proven experience of working with multi-stakeholders and respectful of cultural, political and religious sensitivities. • Integration of human rights, GESI and EAWG across development sectors. • Critical analysis and innovative thinking. • Complex multisector coordination, planning and design. • Presentation, communication, reporting writing and facilitation
Working knowledge	<ul style="list-style-type: none"> • Project management. • Monitoring, evaluation and learning frameworks. • Proposal writing.
Awareness	<ul style="list-style-type: none"> • SPC human rights and social development work in the region. • Resource mobilization.

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.

Annexure I

Thematic areas of focus for this position are the following:

- Ending Violence Against Women and Girls (EVAWG) response, especially around capacity building support for the justice sector and other service providers.
- Enhancing engagement and understanding of government stakeholder, including Members of Parliament, on human rights, gender equality and social inclusion.
- Support the establishment and on-going support for National Human Rights Institutions.
- Support the engagement of PICTs government and CSO stakeholders with National Mechanisms for Implementation, Reporting and Follow-Up.
- Any other thematic area of work, to be decided by the Director, HRSD in consultation with the Team Leader – Governance and Institutional Strengthening.