



JOB DESCRIPTION

Job Title:	Country Focal Officer (Tonga)
Work Unit:	Human Rights and Social Development Division (HRSD)
Responsible To:	Adviser
Responsible For:	No direct report
Job Purpose:	To support the Kingdom of Tonga government through relevant ministries to meet its national, regional and international Human Rights, Gender Equality, Social Inclusion and Culture for Development commitments through the provision of advisory services, technical assistance, networking, coordination, and capacity-building.
Date:	

Organisational Context

The Human Rights and Social Development Division (HRSD) leads the Pacific Community's (SPC) work program in the areas of human rights, gender equality and social inclusion, youth for development and culture for development.

The HRSD vision is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, gender equality and social inclusion for all Pacific people, grounded in cultural values and principles.

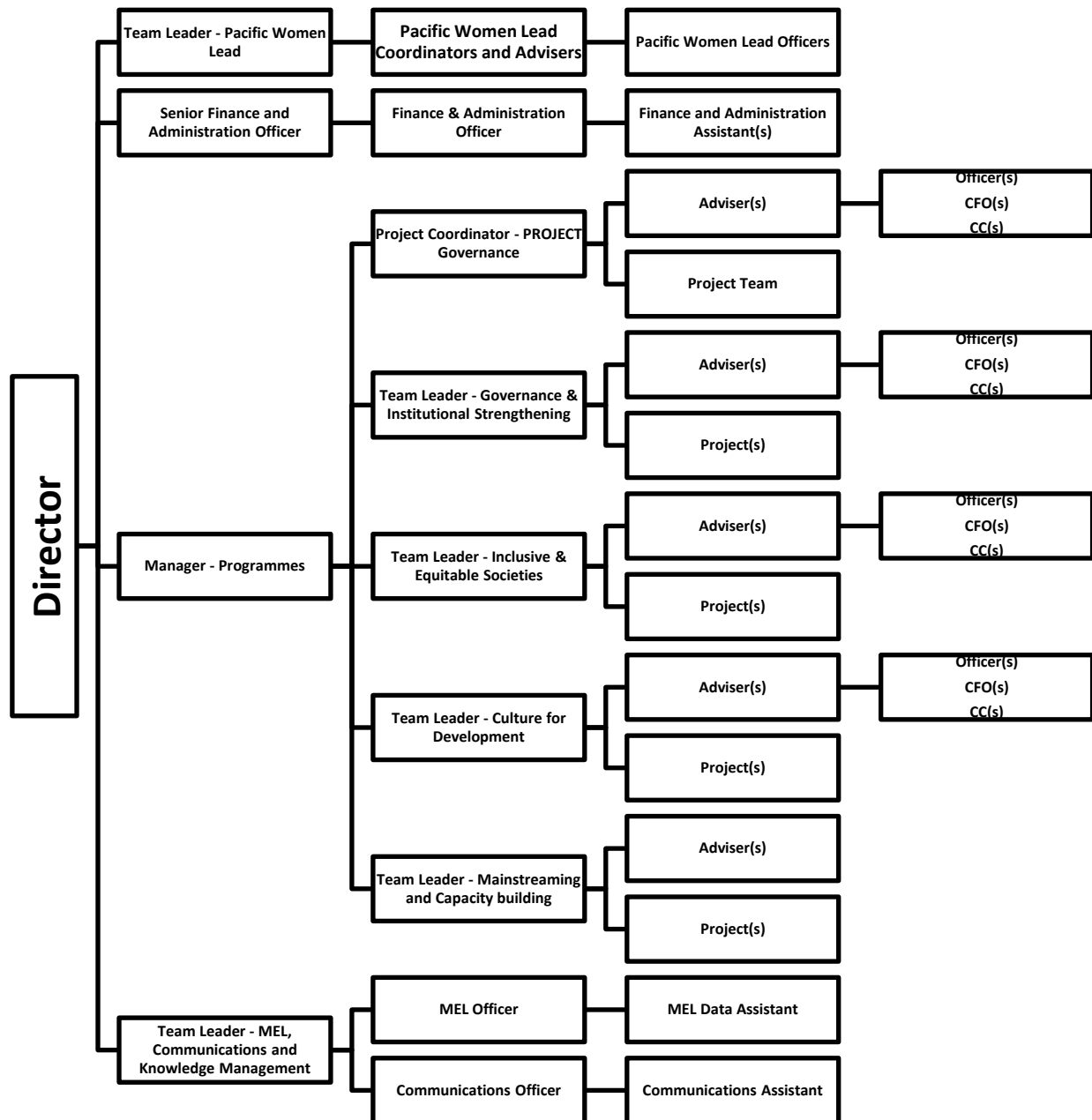
HRSD provides a comprehensive suite of policy and legislative advice, technical assistance and capacity building, through a team comprising the Director, the Manager - Programmes, Team Leaders, Advisers, Officers and Project Coordinators, based in Suva, and Country Focal Officers (CFOs) and Country Coordinators (CCs) located across the Pacific. The team provides advice, technical assistance and capacity building to national ministries, state institutions, civil society, the private sector, and other national and regional stakeholders, as well to other SPC divisions and programs.

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: Knowledge and innovation: Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

HRSD has wide Pacific presence with CFOs seconded to relevant line ministries in Federated States of Micronesia (FSM), Kiribati, Republic of Marshall Islands (RMI), Solomon Islands, Tonga, Tuvalu, and Vanuatu.

CFOs have technical expertise in human rights, gender equality and social inclusion, youth for development and/or culture for development, with broad networks of influence in government and civil society. They possess a unique blend of understanding and ability to enable a range of outcomes within the Human Rights and Social Development Division work programme by engaging with national and regional counterparts and taking them on a journey of incremental social and cultural change for the good of their respective societies.



Key Result Areas (KRAs):

The position of the CFO encompasses the following major functions or Key Result Areas (KRAs):

- Key Result Area 1: Country Planning and Implementation [15%]**
- Key Result Area 2: Providing Technical Assistance and Advice [35%]**
- Key Result Area 3: Training and Capacity-Building [25%]**
- Key Result Area 4: Networking and Partnership [10%]**
- Key Result Area 5: Monitoring, Evaluation and Learning [15%]**

Jobholder is accountable for:	Jobholder is successful when;
<p>KRA #1: Country Planning and Implementation [10%]</p> <ul style="list-style-type: none"> ▪ Serves as the liaison between SPC HRSD and the Government of Tonga Civil Service and other stakeholders as required to further HRSD’s work in the host country. ▪ Takes responsibility for and guides strategic direction of HRSD’s in-country work. ▪ In consultation with host Ministry, other relevant government ministries and key stakeholders, develop annual country work programme in alignment with national development priorities and HRSD business plan. ▪ Ensures effective implementation of activities and programs in the annual country work plan. ▪ Maintains accurate financial records in compliance with SPC financial and procurement policies and procedures evidenced by accurate, compliant and timely reports and acquittals – as and when required. 	<ul style="list-style-type: none"> - <i>Country work plan includes programming across all HRSD outcome areas: Governance and institutional strengthening; Equality and Social Inclusion; Culture; and Knowledge and Innovation.</i> - <i>Relevant stakeholders are consulted in the development of Country Plans and annual work plans are signed-off by Host Ministry/Department.</i> - <i>Plans are effectively implemented and achieve results evidenced by MEL data.</i> - <i>Quarterly, six-monthly and annual plans and budgets are results-focused, strategic, accurate and realistic, and are regularly monitored and reviewed.</i> - <i>Budget acquittals are accurate and submitted on time, evidenced by positive feedback (HRSD finance and program management).</i> - <i>CFOs provide information as required evidenced by communications, email exchanges, skype etc.</i> - <i>Implementation of Country Work Plans consistently achieve 80 – 100% activity and budget execution rates.</i> - <i>CFO PDS forms completed jointly and fully and in a timely manner.</i>
<p>KRA# 2: Technical Assistance and Advice [35%]</p> <ul style="list-style-type: none"> ▪ Provides timely, quality, and contextualised advice and technical assistance to Government and other stakeholders on national, regional and international commitments on human rights, gender, social inclusion, culture and youth development. ▪ Facilitate and/or provides technical assistance to Government to ensure policies, programmes, and legislation fulfil regional and international commitments made by the government on human rights, gender, culture and youth. ▪ Supports preparation of State delegations prior to regional and international forums and meetings through coaching and mock simulations. ▪ Supports participation of civil society and communities through the provision of advice, technical assistance, coaching and mentoring to 	<ul style="list-style-type: none"> - <i>Quality and timely inputs on technical assistance and other relevant support to stakeholders.</i> - <i>HRSD’s reputation as a leading Pacific Human Rights and Social Development program is evidenced by requests for technical assistance by Governments, CSOs and donors.</i> - <i>Technical assistance, advice and engagement are well received and utilised by partners, as evidenced by correspondence received.</i>

<p>deliver on human rights and social development issues.</p>	
<p>KRA#3: Training and Capacity-Building [25%]</p> <ul style="list-style-type: none"> ▪ Plans responses to country’s human rights, gender, culture, social inclusion and youth capacity needs through research, consultations and monitoring data. ▪ Coordinates, facilitates, supports delivery, monitors and reports on, in-country capacity development programs for state and non-state actors on human rights, gender, culture, social inclusion and youth. ▪ Applies appropriate and relevant capacity-building and training methodologies for adult learners. ▪ Continuously reviews and adapts capacity building and skills development materials informed by learning. 	<ul style="list-style-type: none"> - <i>Capacity assessment is completed for each training, mentoring, coaching or other capacity building interventions, evidenced by good evaluation feedback.</i> - <i>Capacity building and training programs have clear objectives and outcomes, material and activities defined and tailored for various target audiences.</i> - <i>Quality and contextualised capacity building and skills development programs, tools and guidelines are developed and delivered aligned with HRSD and country’s priorities and workplan.</i> - <i>Increased knowledge and understanding of substantive areas by target audience, evidenced by competency tests and evaluation data analysis.</i> - <i>Capacity building and training approaches and material have a participatory framework and meet participants’ needs.</i> - <i>Capacity building and skills development material are adapted and current.</i> - <i>Capacity building intervention reports are completed in a timely manner (within 2 weeks after the event) with outputs, outcomes and recommendations, evidenced by positive feedback from HRSD management and donors.</i> - <i>Evidence of increased capacity in government and civil society on human rights and good governance.</i>
<p>KRA#4: Networking and Partnership [10%]</p> <ul style="list-style-type: none"> ▪ Represents HRSD effectively at national, regional and international forums. ▪ Shares information on country’s human rights, gender, culture and youth situation and priorities with key stakeholders. ▪ Establishes, strengthens, and supports partnerships that advance HRSD objectives at national, regional and international levels. ▪ Facilitates good communication and information flows among agencies involved in implementation at national, regional and international forums. 	<ul style="list-style-type: none"> - <i>Outcome documents of meetings and consultations reflect HRSD’s interventions positively.</i> - <i>Stakeholders continue to request information and support from HRSD.</i> - <i>Stakeholders provide positive feedback through written and oral communications.</i> - <i>HRSD’s representation is acknowledged and documented positively through minutes and other written communications.</i>
<p>KRA#5: Monitoring, Evaluation and Learning [15%]</p> <ul style="list-style-type: none"> ▪ Monitors the progress towards the country’s HRSD plans and in accordance with the results framework including identification of outcomes, gaps and any required mitigation measures. 	<ul style="list-style-type: none"> - <i>Monitoring, Evaluation, Learning and knowledge Management (MELKM) and reporting requirements are met and of high quality and timely.</i>

<ul style="list-style-type: none"> ▪ Ensures accurate and timely reporting of all interventions including training and technical assistance. ▪ Develops and submits 6-monthly progress reports against work plans, including activity and budget execution rates. ▪ Leads 6-monthly learning and reflection process with in-country and HRSD supervisor. ▪ Applies learnings to improve programme performance. ▪ Identifies and documents performance stories, case studies and outcomes of HRSD work. ▪ Collects and shares media demonstrating human rights and social development issues in country and HRSD's work. ▪ Researches and maintains up-to-date data on core country/national and HRSD priorities on human rights, gender, social inclusion, culture and youth. ▪ Contributes to design and implementation of effective monitoring, evaluation and learning (MEL) system for country work using both qualitative and quantitative indicators. ▪ Contributes to HRSD and national donor reports, HRSD publication and communication products. 	<ul style="list-style-type: none"> - <i>Narrative reports present accurate and useful outcomes-based information and data for MEL purposes.</i> - <i>HRSD internal and external reports are of a high quality evidenced by donor, partners' and program management feedback.</i> - <i>Accurate reports of all interventions including training and technical assistance are delivered within 2 weeks after activity period.</i> - <i>Project financial and narrative reports completed to a high standard and in a timely manner.</i>
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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"> ▪ Navigating diverse religious, political and cultural contexts to advance human rights and GESI. ▪ Managing work plan deliverables within geographically disbursed teams. ▪ Facilitating and contributing to technical advice and support for SPC technical staff, PICTs senior government officials and other leaders to advance human rights and GESI. ▪ Continually adapting work delivery to respond to current and emerging human rights and GESI issues. ▪ Communicating complex human rights and GESI concepts and a People-centred approach to development, to influence a wide range of audiences.
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External:</p> <ul style="list-style-type: none"> • Relevant host-Ministry • Ministers, Permanent Secretaries and CEOs of government • National Human Rights Institutions and Government Coordinating Mechanisms and UN Treaty-body Committees • Relevant NGOs and faith-based partners in country • Relevant stakeholders including donor partner in-country programs 	<ul style="list-style-type: none"> • Responding to request for information, technical assistance and support • Reporting (activity/outcome and financial), various committees and working groups • Coordination & delivery of work programme, including technical assistance • Securing cooperation and collaboration • Engaging in communities of learning, information and practice • Representing SPC
<p>Internal:</p> <ul style="list-style-type: none"> • HRSD divisional staff members • SPC Human Resources • SPC 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.

Level of Delegation:

Overall Operational Budget managed by role: Petty Cash of USD\$500

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

Person Specification:

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Tertiary qualification in any of the disciplines: public policy, law, human rights, gender, youth, culture, social science, community development, international relations, development studies or similar field. 	<ul style="list-style-type: none"> • Post graduate qualification or equivalent in any of the following disciplines: public policy, law, human rights, gender, youth, culture, social science, community development, international relations, development studies or similar field.

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> • At least five years' experience in Pacific Island country/territory working to advance human rights, gender equality and social inclusion, youth for development or culture for development (in government and/or civil society). • Strategic planning experience and in-depth understanding of country cultures, context, challenges and opportunities. 	<ul style="list-style-type: none"> • Background in Elimination of Violence Against in Women and Girls (EVAW), Gender Based Violence (GBV) , gender, access to justice, and/or disability rights , youth development consistent with human rights principles. • Understanding of national, regional and international human rights, gender equality or youth or culture for development

<ul style="list-style-type: none"> • Knowledge of legislative reform processes and policy development. • Proven experience in report writing, analysis, and project proposal writing. • Experience in community development, non-formal adult education and/or community outreach. • Experience in financial management, budgeting, and acquittals. • Computer literacy in Microsoft Office suite. 	<p>principles, standards, mechanisms and instruments.</p> <ul style="list-style-type: none"> • Track record developing relationships and working collaboratively with government, civil society and development partners. • Strong training and facilitation skills. • Experience with training/mentoring others.
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Personal attributes, interpersonal and language skills

Essential	Desirable
<ul style="list-style-type: none"> • Excellent interpersonal skills • Advanced written and verbal communication skills in English and prevailing local national language. • Proven ability to work independently, with remote supervision. • Commitment to teamwork and ability to work in a multicultural environment. • Literate and has excellent writing skills, etc. • Computer literate. • Passionate about the work, mostly to help people, etc. • Energetic, innovative, go getter. • Be able to build relationships. • Not hesitant- be bold and be able to go forward to get things done. • Has initiative and be able to think outside the box. 	<ul style="list-style-type: none"> • Established networks and good working reputation with key stakeholders and decision-makers.

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"> • Experience in human rights, gender equality and social inclusion, culture for development or youth for development. Country cultural, language and contextual knowledge.
Advanced level	<ul style="list-style-type: none"> • Networking, facilitation, social work, excellent communication skills ability to negotiate and influence. • Cultural, political and religious sensitivities. • Integration of human rights and GESI across development sectors. • Critical analysis and innovative thinking. • Complex multisector coordination, planning and design. • Presentation, communication, reporting writing and facilitation skills. • Networking and stakeholder engagement.

Working Knowledge	<ul style="list-style-type: none"> • Project management. • UN Human Rights System, policy development, law-making process, adult education and training.
Awareness	<ul style="list-style-type: none"> • Major issues relating to human rights, social inclusion, gender, youth and culture in the Pacific. • SPC regulations and policies.

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

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanour
- Demonstrated high level commitment to customer service
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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 change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.