



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Gender Equality, Disability and Social Inclusion (GEDSI) Adviser – Energy Sector</b>
<b>Division/Programme and Section/Project:</b>	Geoscience, Energy and Maritime (GEM) Division Georesources and Energy Program (GEP) Pacific Energy and Gender Strategic Action Plan (PEGSAP)
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Project Manager – Pacific Energy and Gender Strategic Action Plan (PEGSAP)
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	The GEDSI Adviser will provide technical advice and support for the implementation of the Pacific Energy and Gender Strategic Action Plan (PEGSAP) and will lead the capacity building component. The position will focus on strengthening GEDSI approaches in program design, planning, implementation, monitoring, evaluation, reflection and learning. The position will support stakeholders in government, private sector, education institutions, civil society, and SPC GEP staff in gender-responsive energy policy development and gender mainstreaming in the clean energy sector.
<b>Date:</b>	September 2024

### Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting sustainable development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the wellbeing of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. See more at <https://www.spc.int/>

The **Geoscience, Energy and Maritime Division (GEM)** uses scientific and technical innovations to develop solutions that help overcome development challenges in the Pacific. The Division supports Pacific Countries and Territories by developing critical data, applied science and technical solutions to overcome challenges faced by our members. We work in partnership with countries to better understand these challenges whilst supporting and developing innovative solutions to overcome some of the greatest risks faced by this region.

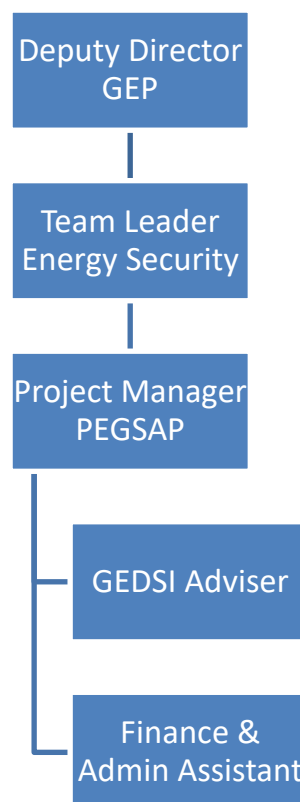
The **Georesources and Energy Program (GEP)** brings together the Economic Development Division and our Georesources team. The inextricable links between understanding and use of Pacific georesources and their link to the development of sustainable energy systems ensures the program effectively

integrates along each stage of the supply chain. This model ensures increased support for our members to understand, protect and manage these resources sustainably.

Since 2003, the Pacific region has been working towards mainstreaming gender in the energy sector, including clean and renewable energy. This work contributed to the establishment of the Pacific Energy and Gender Network, the development of awareness-raising materials, workshops and trainings, and the development of the second regional Pacific Energy and Gender Strategic Action Plan (PEGSAP) 2021-2030.

The overarching goal of PEGSAP is to reach meaningful gains in gender equity and equality within the context of the renewable energy sector through improved gender-responsive policy and institutional frameworks, and increased career and income-generating opportunities for women and girls in order to facilitate their economic security. It sets out to promote transformative action by taking the critical steps necessary to create the right conditions and provide the necessary support for women and girls at the institutional, service provider/business, society/community, and individual levels. See more at <https://gem.spc.int/projects/PEGSAP>

The Gender Equality, Disability and Social Inclusion (GEDSI) Adviser is accountable to the PEGSAP Project Manager. The incumbent will participate in the relevant Energy Security Unit, GEP, and divisional activities, and will also work closely with the Pacific Women Lead Program within SPC's Human Rights and Social Development (HRSD) Division. The position will provide timely and relevant technical assistance on gender and energy, undertake participatory research and assessments, support participatory capacity development initiatives, support gender-responsive energy policy development, mentoring and networking programs, community-awareness raising and outreach activities, and supporting women to generate income through clean energy technologies. The position will work in close collaboration with PICT Departments of Energy and Departments of Women, energy utilities, private sector, education institutions, civil society organisations, women's rights organisations, and development partners. This position will also add to SPC's institutional capacity to support gender approaches in the energy sector.



**Key Result Areas (KRAs):**

**KRA #1:** Provide technical assistance to support mainstreaming gender equality, disability and social inclusion (GEDSI) in the clean energy sector (40%)

**KRA #2:** Lead and provide capacity development support on gender and clean energy for internal and external stakeholders (40%)

**KRA #3:** Support stakeholder engagement, networking, and collaboration to advance program objectives (20%)

*The performance requirements of the KRAs are broadly described below:*

Jobholder is accountable for:	Jobholder is successful when
<p><b>KRA #1: Provide technical assistance to support mainstreaming gender equality, disability and social inclusion (GEDSI) in the clean energy sector (40%)</b></p> <ul style="list-style-type: none"> <li>• Lead integration of GEDSI approaches in the design and implementation of all program activities, ensuring they are tailored to the country context.</li> <li>• Assist in gender and energy related research and analysis that informs activity design and implementation.</li> <li>• Develop disability inclusion guidelines and provide support to ensure program interventions are inclusive of people with disability.</li> <li>• Develop and monitor program do-no-harm and risk mitigation strategies, including consideration of gender-based violence and discrimination of marginalised groups.</li> <li>• Support project reporting, planning, monitoring, evaluation, reflection and learning processes to ensure GEDSI approaches, indicators and metrics are incorporated and analysed.</li> <li>• Support development of new concept notes, proposals and budgets on gender and clean energy to ensure integration of GEDSI approaches.</li> <li>• Ensure that all activities are grounded in Pacific values and principles, and people-centered approaches that reinforce values of gender equality, disability and social inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and timely technical assistance and support is provided, including design, implementation, monitoring and evaluation, reporting and research.</li> <li>• Evidence that GEDSI is integrated across program activities.</li> <li>• Quality and comprehensiveness of MEL frameworks in capturing GEDSI-related outcomes and impacts.</li> <li>• Disability inclusion guidelines are developed.</li> <li>• Stakeholders provide positive feedback on technical assistance, advice, and engagement.</li> <li>• All project concept notes incorporate GEDSI approaches.</li> </ul>
<p><b>KRA #2: Lead and provide capacity development support on gender and clean energy for internal and external stakeholders (40%)</b></p> <ul style="list-style-type: none"> <li>• Conduct capacity needs assessment and develop a participatory capacity development plan on gender and energy for SPC GEP staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity needs assessment is completed, and participatory capacity development plan is developed.</li> </ul>

<ul style="list-style-type: none"> <li>• Develop/adapt training materials and knowledge products on gender and energy for SPC GEP staff.</li> <li>• Facilitate training and other capacity building initiatives to enhance SPC GEP staff understanding of gender and energy, and equip them with practical tools for gender mainstreaming.</li> <li>• Collaborate with external consultants to provide ongoing support on gender-responsive energy policy-making for implementing stakeholders (e.g. Departments of Energy, Departments of Women, energy utilities, private sector, civil society organisations and women’s rights organisations), including training, ongoing monitoring and mentoring, building and supporting regional networks and peer learning.</li> <li>• Continuously review and adapt capacity building initiatives, based on monitoring, reflections, and sector developments.</li> <li>• Support development of strategy to support private sector stakeholders to promote increased women’s employment and entrepreneurship in the clean energy sector.</li> <li>• Support implementing stakeholders to deliver training and support for female entrepreneurs to generate income through clean energy technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• Gender and energy training materials and knowledge products are developed.</li> <li>• Gender and energy training is delivered to SPC GEP staff.</li> <li>• Evidence of SPC GEP staff and external stakeholders’ increased knowledge and awareness of key principles of gender mainstreaming in energy programs and policies.</li> <li>• Positive evaluation from participants on capacity and skills development initiatives.</li> </ul>
<p><b>KRA #3 Support stakeholder engagement, networking, and collaboration to advance program objectives (20%)</b></p> <ul style="list-style-type: none"> <li>• Actively engage in working groups, Communities of Practice, and other technical committees.</li> <li>• Represent SPC and actively engage in national, regional, and international forums as delegated by supervisor.</li> <li>• Contribute to development of stakeholder analysis.</li> <li>• Establish and maintain a knowledge management system to capture and document best practices, lessons learned, and evidence-based research on gender and energy.</li> <li>• Promote a culture of learning and reflection by facilitating knowledge sharing sessions, disseminating good practices, and peer-to-peer networks on gender and energy across countries.</li> <li>• Conduct research, as required, through the SPC Community of Practice or other SPC knowledge production initiatives.</li> <li>• Ensure a multi-sectoral approach to gender in</li> </ul>	<ul style="list-style-type: none"> <li>• Professional relationships are built to advance program objectives.</li> <li>• There is good representation of the program at the divisional, national regional and institutional levels.</li> <li>• Stakeholders provide positive feedback through written and/or oral communications.</li> <li>• Implementation and use of knowledge management systems.</li> <li>• Cross-learning and reflection initiatives conducted.</li> </ul>

the energy sector through joint collaborations and advocacy at national and regional levels engaging with the national women’s machinery or Ministries and Departments of Women’s Affairs in PICTs.	
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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):**

- Assisting in the coordination of effective delivery of multi-country programs in different cultural environments.
- Maintaining effective and open communication and coordination across program partners and stakeholders.
- Ensuring that all activities and actions are grounded in Pacific values and principles, and people-centered approaches that reinforce values of gender equality, disability and social inclusion.
- Continually adapting work delivery to respond to current and emerging GEDSI issues in the clean energy sector.
- Application of a range of capacity building modalities and technical support to build knowledge, skills and transform attitudes and practices for stakeholders in the clean energy sector.

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Departments of Energy and Departments of Women in PICTs</li> <li>• Energy utilities</li> <li>• Private sector</li> <li>• National Chambers of Commerce</li> <li>• Education institutions</li> <li>• Civil society organisations</li> <li>• Women’s rights organisations</li> <li>• Development partners</li> <li>• Donors</li> <li>• Consultants</li> <li>• Researchers/academics</li> <li>• Other regional and international agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination and delivery of work program, including technical assistance</li> <li>• Capacity building initiatives</li> <li>• Reporting (activity/outcome and financial), various committees and working groups</li> <li>• Negotiating, influencing, and securing cooperation and collaboration</li> <li>• Engaging in communities of learning, information, and practice</li> <li>• Representing SPC</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Project Manager PEGSAP</li> <li>• Deputy Director, Team Leaders and Program Staff of GEP</li> <li>• Director GEM Division</li> <li>• Pacific Women Lead and HRSD Division staff</li> <li>• SPC Gender Community of Practice</li> <li>• MEL Officers and Advisers</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting (activity/outcome and financial) program delivery against outcomes</li> <li>• Integrated programming and supporting the people-centered approach</li> <li>• Capacity building initiatives</li> <li>• Finance, MEL, results reporting</li> <li>• Supervision, mentoring and support, facilitation, conflict resolution</li> </ul>

**Level of Delegation:**

Overall Operational Budget managed by the role: Nil  
Budget Sign off Authority without requiring approval from direct supervisor: Nil

**Personal Specification:**

**Qualifications**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• A post-graduate qualification in gender studies, social science, human rights, law, social policy, international development or a related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Master’s degree in human rights, gender or social inclusion, or a related discipline.</li> <li>• Diploma or certificate course on gender studies in the Pacific region.</li> <li>• Specific training qualification on human rights, gender, disability and social inclusion and youth development.</li> </ul>

**Knowledge/Experience**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• At least 7 years of development experience working in the field of human rights, gender equality and social inclusion, and/or youth development, in the Pacific region.</li> <li>• Comprehensive understanding of contemporary GEDSI issues and stakeholders/networks in the Pacific region.</li> <li>• Experience in the design and implementation of gender mainstreaming interventions in programs and policies (eg. gender analyses, gender impact assessments, gender-responsive budgeting, gender-responsive policy development, gender-sensitive MEL indicators and tools)</li> <li>• Experience developing and facilitating participatory capacity building initiatives for diverse government and non-government audiences.</li> <li>• Experience integrating disability inclusion approaches in program implementation.</li> <li>• Experience integrating do-no-harm approaches in program implementation.</li> <li>• Demonstrated strong management, coordination, communication, teamwork, and planning skills with proven ability to function effectively with multiple country counterparts in the various sectors.</li> <li>• Programming, developing, delivering, and reporting against work plans.</li> <li>• High level interpersonal, communications, mentoring skills and ability to work in a multi-disciplinary and cross-cultural team.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of contemporary energy (renewable energy and energy efficiency) issues and their GEDSI dimensions in the Pacific region.</li> <li>• Experience working on women’s economic empowerment programs.</li> <li>• Experience working in private sector development in women’s employment and entrepreneurship.</li> <li>• Knowledge of clean energy, fisheries, and/or agriculture sectors.</li> <li>• Experience in accompanying institutions in promoting gender equality in their operations and human resource procedures.</li> <li>• Conducting GEDSI-related research, including participatory research and mixed methods.</li> <li>• Working with and engaging consultants.</li> <li>• Familiarity with international and Pacific regional gender equality commitments including the Pacific Leaders Gender Equality Declaration, the Pacific Platform for Action on Gender Equality, and the Women’s Human Rights Outcomes of the 14th Triennial Conference of Pacific Women.</li> <li>• Excellent computer skills, including high proficiency in Microsoft Office.</li> <li>• Willingness to undertake travel within the region.</li> </ul>

## Key Skills/Attributes/Job Specific Competencies

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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Proven experience delivering human rights, gender and social inclusion programs and technical assistance.</li> <li>• Applied knowledge of national, regional and international human rights, and GEDSI frameworks and development challenges in the Pacific.</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Proven experience of working with multiple stakeholders and respectful of cultural, political and religious sensitivities.</li> <li>• Complex multi-sector coordination, planning and design.</li> <li>• Critical analysis and innovative thinking</li> <li>• Communication, reporting writing and facilitation skills.</li> <li>• Networking and stakeholder engagement</li> <li>• Training facilitation and capacity building skills</li> <li>• Excellent computer skills, including high proficiency in Microsoft Office</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Monitoring, evaluation and learning frameworks</li> <li>• Proposal writing</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• SPC human rights and social development work in the region.</li> <li>• Resource mobilisation.</li> <li>• Experience of working on USAID and/or other donor funded projects.</li> </ul>

## Key Behaviors

*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.