



JOB DESCRIPTION

Job Title	Gender Equality & Social Inclusion (GESI) Adviser
Division	Human Rights and Social Development Division (HRSD)
Location	Suva, Fiji
Line/Hiring Manager	Programme Coordinator (Pacific Girl), Pacific Women Lead at SPC - HRSD
Direct Reports	0
Purpose of the role	The GESI Adviser for the Pacific Women Lead at SPC programme, within HRSD, will provide technical advice, assistance, and capacity building across the programme. The role will also support other objectives across the HRSD Division.
Date	7 February 2023

Organisational Context and Organisation Chart

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

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

In line with its vision, the work of the Division encompasses the following objectives:

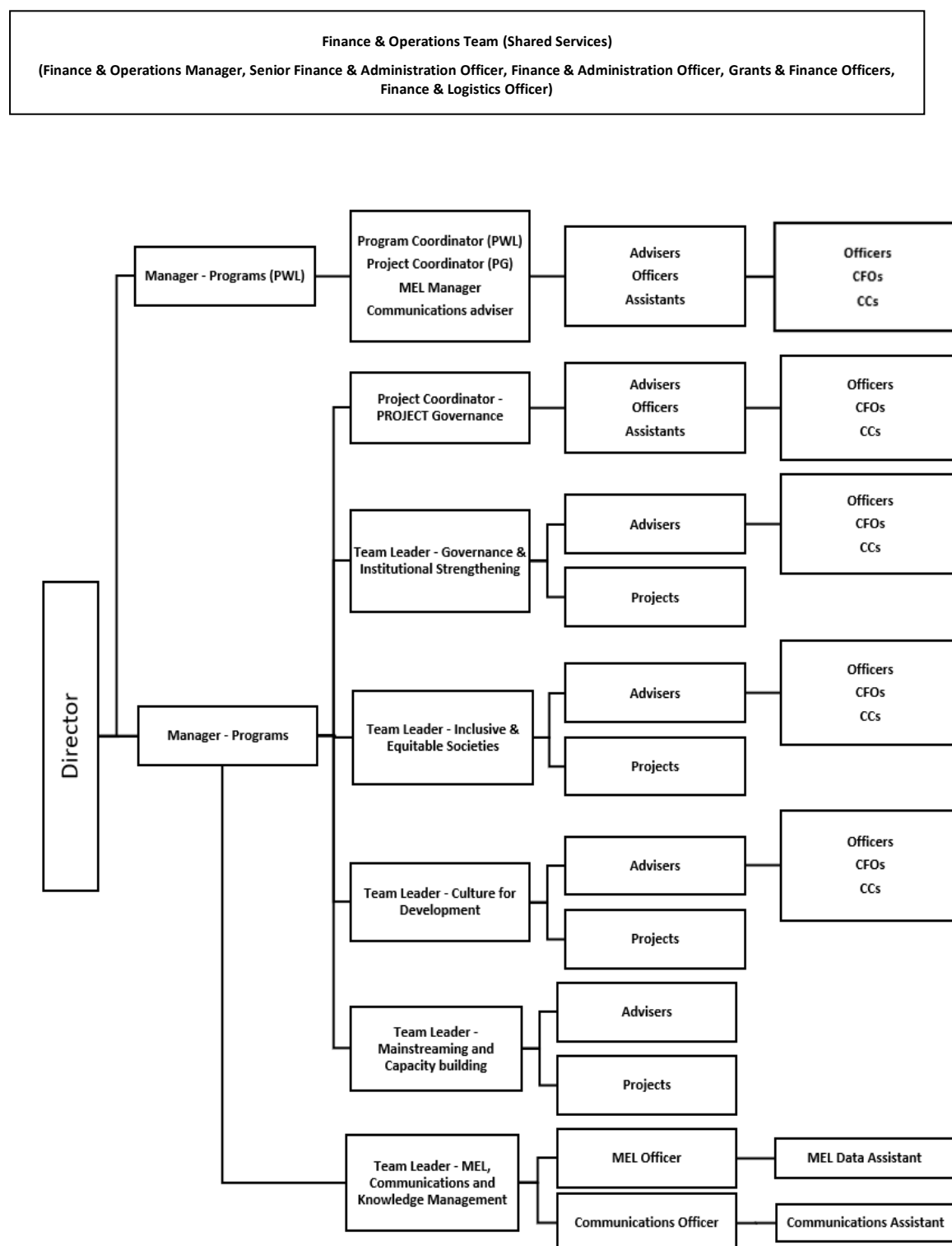
- **Objective 1: Governance for human rights and social development:** Strengthen inclusive, transparent and active governance for human rights and social development.
- **Objective 2: Gender equality and social inclusion:** Mobilise, empower and build conditions for gender equality, equity and social 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.

As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the Pacific Women Lead (PWL) at SPC programme (PWL at SPC), located within SPC's HRSD Division. It receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding for five years from 2021-2026.

The PWL at SPC programme goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three outcomes: (1) Women's leadership promoted; (2) Women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts. Joining PWL at SPC, other central partners include PWL Enabling Services (PWLES); AIR (Amplify – Invest – Reach) partnership of women's funds, civil society organisations and coalitions; and the Australian Government's direct relationships with development partners for regional programmes, such as the United Nations (UN).

A core principle is that Pacific women will lead the programme, define the problems, create solutions, and drive strategy through a Governance Board, with strong and diverse membership from across the region. The programme also recognises that success will depend on ensuring that all activities and actions are grounded in Pacific values and principles, and people centred approaches that reinforce values of gender equality with consideration of the diversity of women and girls.

Organigram for HRSD, including PWL at SPC



Key Result Areas (KRAs):

KRA#1: Provide technical assistance on gender equality and social inclusion (GESI) across the PWL at SPC programme in the areas of women's leadership, women's rights, and disability inclusion (50%)

KRA#2: Provide capacity development support to the PWL at SPC programme, including grantees, Technical Advisors and other relevant stakeholders on gender equality and social inclusion – 25%

KRA#3: Support stakeholder engagement, networking, and coordination across the PWL at SPC programme, HRSD, and across SPC and other key stakeholders–25%

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

The GESI Adviser will provide technical advice, assistance, and capacity building across the programme as well as support other objectives across HRSD.

Jobholder is accountable for:	Jobholder is successful when
<p>KRA#1: Provide ongoing technical assistance and surge support as required on gender equality and social inclusion (GESI) across the PWL at SPC programme in the areas of women's leadership, women's rights, and disability inclusion.</p> <ul style="list-style-type: none"> Provides advice and programme support to PWL at SPC activities in the areas of enhancing women's voices in decision making spaces, women's health, women's safety, women's economic empowerment, enhancing agency and ending violence against women. Assist in research and analysis that informs activity design and implementation, Implement the <i>PWL at SPC Disability Inclusion Guidance Note</i> to ensure a strategic approach to disability inclusion and interventions are inclusive of women with disability. Work closely with the PWL at SPC management team to ensure the Annual Work Plan entails a strategic and inclusive approach to gender social inclusion and disability inclusion. Support the team in providing advice to DFAT Posts and other partners. Ensure that activities are designed through a gender and social inclusion lens that is tailored to the country context. Engage in national, regional, and international fora, mechanisms, and processes for the purposes of integrating 	<ul style="list-style-type: none"> Quality and timely technical assistance and support, including design, implementation, monitoring and evaluation, research, policy analysis is provided, consistent with the PWL at SPC annual Work Plan. Alignment with other GESI activities across the HRSD Annual Work Plan. DFAT, PICTs, grant partners and other stakeholders provide positive feedback on technical assistance, advice, and engagement. Evidence that GESI, human rights and disability inclusion is integrated across programmes and activities.

<p>human rights and GESI perspectives in policies and programmes.</p> <ul style="list-style-type: none"> • Support monitoring, evaluation and learning for projects, programmes, and activities. 	
<p>KRA#2: Provide capacity development support to the programme, including grantees, Technical Advisers, and other relevant stakeholders such as the HRSD on gender equality and social inclusion.</p> <ul style="list-style-type: none"> • Assist the team in identifying capacity development needs and skills for the team and relevant partners and other stakeholders. • Develop and deliver capacity support through formal and informal training on human rights and GESI through grants management, convenings, Community of Practice, Technical Assistance, Design/Evaluations, and other modalities. • Monitoring and evaluation of capacity building support is conducted to meet desired outcomes. • Continuous review and adaptation of capacity building and skills development initiatives. 	<ul style="list-style-type: none"> • HRSD and PWL at SPC staff knowledge is enhanced through development and circulation of training/other materials on thematic focal areas. • Quality and contextualized capacity building and skills development programmes, tools and guidelines are developed and delivered in line with priorities and the PWL at SPC Annual Work Plan. • Positive evaluation from participants on capacity and skills development initiatives. • Timely completion of capacity building and skills development reports capturing evaluation data and lessons learned • Capacity building and skills development material are adapted and current.
<p>KRA#3: Support stakeholder engagement, networking, and coordination across the programme, HRSD, SPC and other key stakeholders.</p> <ul style="list-style-type: none"> • Support stakeholder engagement, networking, and coordination to advance programme and divisional objectives at national, regional, and institutional levels. • Actively engage in working groups, Communities of Practice, Task Forces, and other technical committees. • Represent and promote PWL at SPC and HRSD throughout the region. 	<ul style="list-style-type: none"> • Partners are regularly informed of the PWL at SPC programme and HRSD activities. • New opportunities are identified, and professional relationships are built to advance PWL at SPC objectives. • There is good representation of the programme at the divisional, national regional and institutional level. • Stakeholders provide positive feedback through written and oral communications. • PWL at SPC representation and inputs are acknowledged as required.

Most Challenging Duties Typically Undertaken (Work Complexity):

<ul style="list-style-type: none"> • Assist in the coordination of effective delivery of multi-country programmes in different cultural environments • Maintaining effective and open communication and coordination across the programme, HRSD and programme 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 • Continually adapting work delivery to respond to current and emerging human rights and GESI.
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Functional Relationships & Skills:

Key Internal and/or External Contacts	Nature of the Contact Most Typical
External Key external contacts are: <ul style="list-style-type: none"> • DFAT • PWL Enabling Services (PWLES) • Pacific Women Lead Governance Board • Development partners • PICTs National Ministries • GBV Crisis and social service providers • Other regional or international development agencies 	<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 • Negotiating, influencing, and securing cooperation and collaboration • Representing SPC
Internal <ul style="list-style-type: none"> • HRSD Director • PWL at SPC Manager Programmes • HRSD Team Leaders • PWL at SPC Team (reporting line) • Other SPC/HRSD Technical Divisions and Programmes 	<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 • Supervision, mentoring and support, facilitation, conflict resolution.

Level of Delegation:

Overall Operational Budget managed by role: Nil

Budget Sign off Authority without requiring approval from direct supervisor: Nil

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A post graduate qualification in social sciences, gender, development, or a related discipline. 	<ul style="list-style-type: none"> • A master's degree in human rights, gender or social inclusion, or a related discipline.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • 5-10 years of development experience working in the field of human rights, gender equality and social inclusion, and/or youth development, in the Pacific region. • Demonstrated understanding of contemporary gender issues in the Pacific region. • Experience in the design and implementation of social development interventions that focus on transformative and social norm change. 	<ul style="list-style-type: none"> • Demonstrated high level of intelligence through work approaches. • Conducting research, including participatory research and other successful methods. • Organizing and convening bi-lingual regional, sub-regional and national events • Working with and engaging with other consultants. • Knowledge of the mandates of CROP and UN agencies, development partners (DFAT), NGOs, civil society organizations in PICTs.

<ul style="list-style-type: none"> • Ability to provide practical gender and social inclusion analysis to a range of stakeholders. • Proven ability to coordinate across programmes to develop strong and active working partnerships. • Programming, developing, delivering, and reporting against work plans. • Developing capacity building initiatives and delivering sessions for diverse government and non-government audiences. • High level interpersonal, mentoring and ability to work in a multi-disciplinary and cross-cultural team. 	<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 and social inclusion programmes and technical assistance. • Applied knowledge of national, regional, and international human rights, gender and social inclusion frameworks and development challenges in the Pacific.
Advanced level	<ul style="list-style-type: none"> • 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. • 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 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.