JOB DESCRIPTION

Job Title:	**Governance and Human Rights Adviser**
Division/Programme	PROJECT Governance, Human Rights and Social Development Division (HRSD)
Location:	**Suva, Fiji**
Reporting to:	Project Coordinator - Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific Project
Number of Direct Reports:	**1**
Purpose of Role:	*The Adviser will provide activity management, technical advice, assistance, and capacity building under the PROJECT Governance and HRSD work programmes with a focus on human rights and good governance. As the role requires working across the objectives of the HRSD work program, the Adviser will have a matrix reporting relationship with other Team Leaders in this regard.*
Date:	*April 2023*

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, GESI 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, Team Leaders, Advisers, Officers, and Programme Managers based in Suva, and Country Focal Officers and Country Coordinators 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 within SPC programmes.

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.
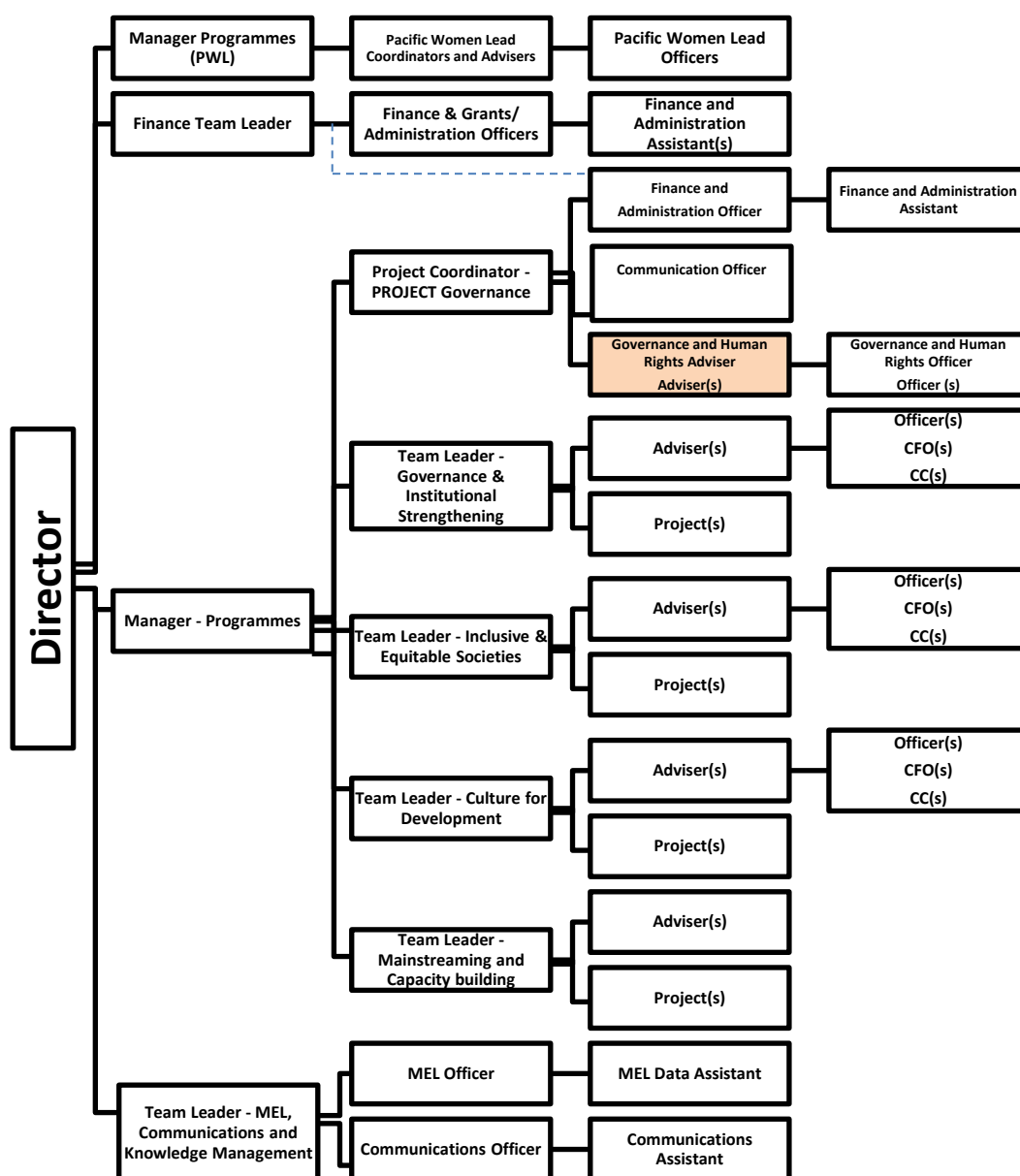
PROJECT Governance is anchored by the commitments made by the Pacific Island Forum leaders in the 2000 Biketawa Declaration and reaffirmed in the 2018 Boe Declaration. These include promoting the widespread acceptance of just, transparent, accountable, participatory, and responsive governance practices and developing the capacity of governance institutions to sustainably implement best practices throughout the region.

The USD 20 million donor-funded 'Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific Project' ('PROJECT Governance') is focused on strengthening democratic institutions and promoting sound, just, and responsive governance in the Indo-Pacific region.

Activities of Project Governance will improve the functioning of government institutions, civil society organizations and media as well as promoting transparency and accountability, opportunities for representation and inclusion of citizen interests in political and decision-making processes, upholding the rule of law, strengthening democratic institutions, and protecting rights and civil liberties, especially of women and other marginalized sectors.

HRSD's Pacific People Advancing Change (PPAC) programme, partly funded under Project Governance, aims to build advocacy capacity among Pacific Civil Society Organisations (CSOs) engaged with human rights issues, while also advancing those issues by supporting specific campaigns. It does this through a package of assistance that includes **advocacy training workshops**, ongoing **mentoring**, provision of **small grants**, and facilitating **regional dialogue** for advocates.

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Director
- **Manager Programmes (PWL)** → **Pacific Women Lead Coordinators and Advisers** → **Pacific Women Lead Officers**
- **Finance Team Leader** → **Finance & Grants/ Administration Officers** → **Finance and Administration Assistant(s)**
- **Manager - Programmes**
  - **Project Coordinator - PROJECT Governance**
    - **Finance and Administration Officer** → **Finance and Administration Assistant**
    - **Communication Officer**
    - **Governance and Human Rights Adviser Adviser(s)** → **Governance and Human Rights Officer Officer (s)**
  - **Team Leader - Governance & Institutional Strengthening**
    - **Adviser(s)** → **Officer(s) / CFO(s) / CC(s)**
    - **Project(s)**
  - **Team Leader - Inclusive & Equitable Societies**
    - **Adviser(s)** → **Officer(s) / CFO(s) / CC(s)**
    - **Project(s)**
  - **Team Leader - Culture for Development**
    - **Adviser(s)** → **Officer(s) / CFO(s) / CC(s)**
    - **Project(s)**
  - **Team Leader - Mainstreaming and Capacity building**
    - **Adviser(s)**
    - **Project(s)**
- **Team Leader - MEL, Communications and Knowledge Management**
  - **MEL Officer** → **MEL Data Assistant**
  - **Communications Officer** → **Communications Assistant**

KRA#1: Provide technical assistance and support on human rights and good governance – 30%
KRA#2: Human rights and good governance capacities and skills development – 30%
KRA#3: Support stakeholder engagement, networking, and coordination – 20%
KRA#4: Project management and people management – 20%

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

Jobholder is accountable for	*Jobholder is successful when*
KRA#1: Provide technical assistance and support on human rights and good governance • Support Pacific Islands Countries and Territories (PICTs) governments and civil societies to implement, and deliver on human rights and good governance commitments. • Leads delivery of activities under PROJECT Governance • Supports the implementation of the Pacific People Advancing Change (PPAC) programme in two PICTs. • Provides support to HRSD colleagues leading on PROJECT Governance funded activities. • Conduct research, legal and policy analysis on key and emerging regional human rights, and good governance issues in line with PICT's priorities. • Engage in national, regional, and international fora, mechanisms, and processes for the purposes of integrating HR and good governance perspectives 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 of human rights, and good governance in the region. • Support monitoring, evaluation and learning for human rights and good governance in specific projects and programs.	• Quality and timely TA and support provided consistent with annual work plan and PROJECT Governance Theory of Change. • Delivery of activities with recorded outcomes that contribute to the PROJECT Governance Theory of Change and HRSD Business Plan. • PICT and other stakeholders provide positive feedback on technical assistance, advice and engagement and continue to request TA. • Increased availability of, and access to gender statistics and indicators, derived from regular national statistical collections. • Evidence of human rights and good governance in integrated programming and mainstreaming across SPC. • TA and support on human rights and good governance are delivered in a coordinated way across programs 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.
KRA#2: Human rights and good governance capacities and skills development • Identify needs for development of human rights and good governance capacities and skills for PICTs and other stakeholders. • Develop and deliver capacity building on human rights, and good governance. • Conducts training and mentoring of PPAC grantees. • Monitoring and evaluation of capacity building is conducted to meet desired outcomes.	• HRSD staff's knowledge enhanced through development and circulation of training/other materials and internal training activities on human rights and good governance. • Quality and contextualized capacity building and skills development programmes, tools and guidelines are developed and delivered in line with PICTs priorities and work plan.

Continuous review and adaptation of capacity building and skills development materials inform by learning.	• Positive evaluation from participants regarding capacity and skills development initiatives. • 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.
KRA#3: Stakeholder engagement, networking, and coordination • Support stakeholder engagement, networking, and coordination to advance PROJECT Governance and divisional objectives at national, regional, and institutional levels. • Engage in working groups, task forces and other technical committees. • Represent SPC at national, regional, and international forums as delegated by the Director.	• 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.
KRA#4: Project management and people management • Matrix management of PROJECT Governance Officers • Support the team to implement project commitments and ensure the team is able deliver on good governance commitments and country interventions. • Provide management support to relevant project staff to report against project work plans and budgets. • Collaborate with in country staff to develop, implement, monitor project activities.	• PROJECT Governance officers deliver high quality work, and all their management needs are met • In country programs / projects deliver quality outcomes, consistent with annual work plans and budgets. • Country focal points provide feedback that the collaboration of the project staff contributes positively to program and project delivery. • Timely and quality reporting of interventions are completed to a high standard.

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):

- Navigating diverse religious, political and cultural contexts to advance human rights, good governance, and youth development.
- Managing work plan deliverables with remote staff.
- Providing technical advice and support for PICTs senior government officials and other leaders to advance human rights, and good governance.
- Continually adapting work delivery to respond to current and emerging human rights, good governance, and youth development issues.
- Communicating complex human rights and good governance 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 Key external contacts are: • USAID • Sub-grantees: IFES, East West Center and CARE • PICTs focal points (permanent secretary level and lower) including CSOs • PPAC grantees • Funding and development partners • Other regional and international agencies • Consultants	• 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 • Negotiating, influencing, and securing cooperation and collaboration • Engaging in communities of learning, information, and practice • Representing SPC
Internal Key internal contacts are: • Division Director • PROJECT Governance management team • PPAC Programme Lead • Division Team Leaders • Division team including CFOs and country project staff • Other SPC Technical Divisions and programmes, especially SDD and PDH • OMD, including SPL and other internal support services	• 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:

Routine Expenditure Budget: Approximately EUR 200,000 per annum
Budget Sign off Authority without requiring approval from direct supervisor: *nil*

**** No need to mention SPC instrument of delegation authorities here****

Personal Specification:

Qualifications

Essential:	Desirable:
A postgraduate qualification in development, good governance, human rights, law, gender, international relations, or related discipline 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.	• Master's degree in a relevant field of Social Science, with specifications on human rights and/or good governance. • Specific training qualification on human rights, and good governance. • Diploma or certificate courses in project management.

Knowledge/Experience

Essential:	Desirable:
• Seven (7) years of development experience working in the field of human rights, and/or good governance with at least 5 years of working in Pacific. • Programming, developing, delivering, and reporting against work plans. • Working in a multi-disciplinary and cross-cultural team	• Working with teams located remotely. • Familiarity with population census and survey data processing systems. • Demonstrated cross-sectoral and analytical skills and ability. • Demonstrated high level of emotional intelligence through work approaches. • Conducting research, including participatory research and mixed methods. • Familiarity with population census and survey data processing systems. • 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 partners, NGOs, civil society organizations in PICTs. • Understanding of ethical guidelines in program/ project implementation including do no harm and survivor-based approaches.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• Proven experience delivering human rights, good governance, gender and social inclusion, and youth development programs and technical assistance. • Applied knowledge of national, regional, and international human rights, gender and social inclusion, and youth development frameworks and development challenges in the Pacific.
Advanced level	• Cultural, political, and religious sensitivities. • Integration of human rights and good governance 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	• Project management. • Monitoring, evaluation and learning frameworks. • Proposal writing
Awareness	• SPC Regulations and Policies • SPC human rights and social development work in the region. • Resource mobilization.

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

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.