



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Governance and Human Rights Officer
Division/Programme	PROJECT Governance, Human Rights and Social Development Division (HRSD)
Location:	Suva, Fiji
Reporting to:	Governance and Human Rights Adviser
Number of Direct Reports:	nil
Purpose of Role:	The Officer will provide technical advice, assistance, and capacity building under PROJECT Governance and the HRSD Programme of work with a focus on human rights and good governance. As the role requires working across the objective of the HRSD work programme, the Officer will have a matrix reporting relationship with other Team Leaders in this regard.
Date:	<i>April 2023</i>

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, good governance, gender quality 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, 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:

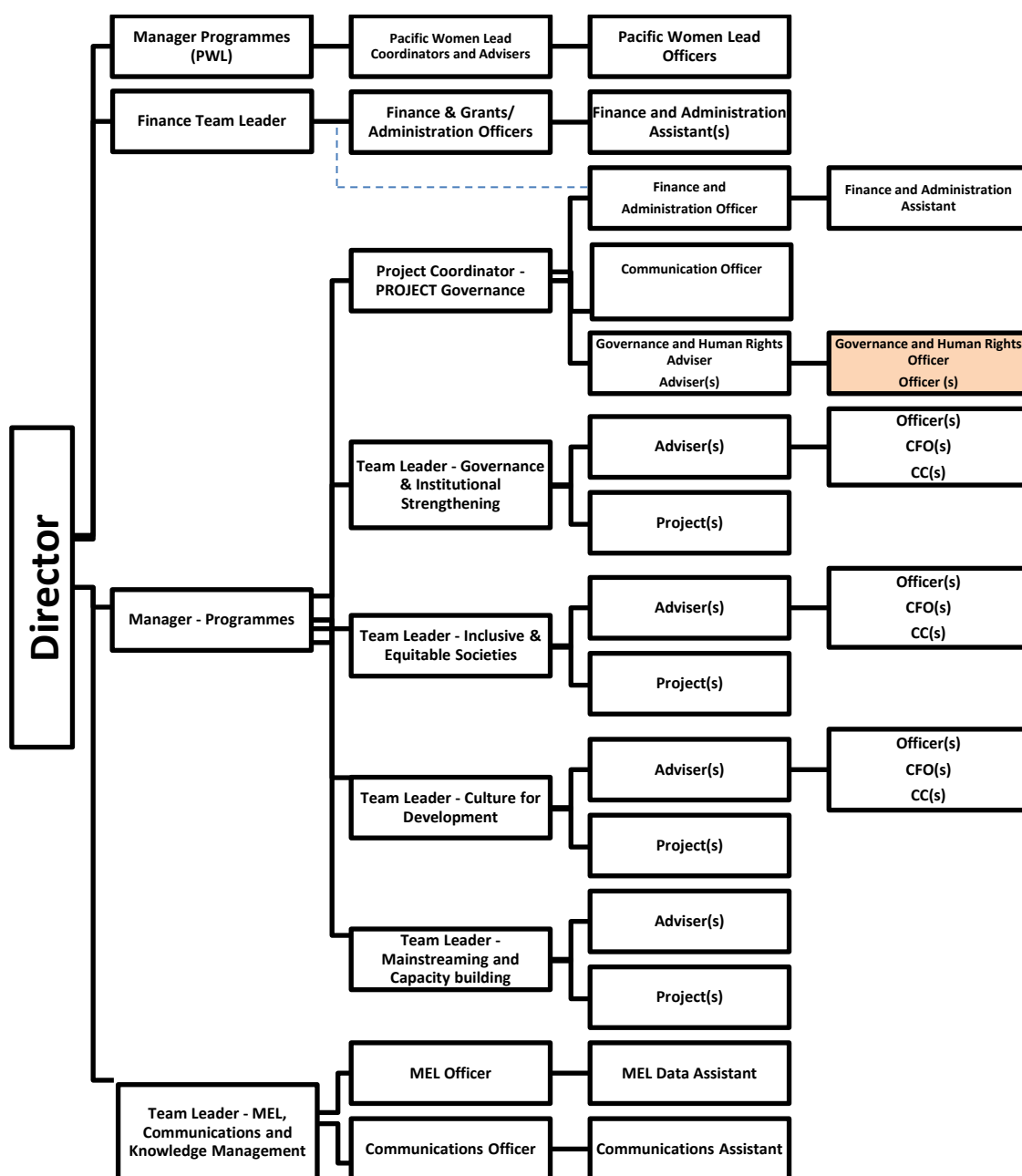
- Objective 1: Governance for human rights and social development: Strengthen inclusive, transparent, and active governance for human rights and social development.
- Objective 2: Gender equality and social inclusion: Mobilise, empower, and build conditions for gender equality, equity and social inclusion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

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.

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.

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.



Key Result Areas (KRAs):

- KRA#1:** Provide technical assistance and support on good governance and human rights – 50%
- KRA#2:** Human rights and good governance capacities and skills development – 10%
- KRA#3:** Support stakeholder engagement, networking, and coordination – 20%
- KRA#4:** Monitoring and evaluation – 20%

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

Jobholder is accountable for:	Jobholder is successful when:
<p>KRA#1: Provide technical assistance and support on human rights and good governance</p> <ul style="list-style-type: none"> • Support Pacific Islands Countries and Territories (PICTs) governments and civil societies to implement and deliver on human rights and good governance commitments. • Support and lead on the delivery of human rights and good governance activities defined in the PROJECT Governance Annual Implementation Plan • Support research and analysis, and the production of reports, on key and emerging regional human rights and good governance issues in line with PICTs priorities. • Provide advice and support at the country level and to other stakeholders on human rights and good governance with oversight from an Adviser. • 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. • Support Advisers and the Social Innovation and Knowledge Management team to develop ideas and concepts for the advancement of human rights, good governance, and youth development in the region. 	<ul style="list-style-type: none"> • Quality and timely technical assistance and support, including knowledge products, collation and analysis of human rights and good governance research, legal and policy analysis is provided consistent with annual work plan. • PICT and other stakeholders provide positive feedback on technical assistance, advice and engagement and continue to request technical assistance. • Evidence of human rights and good governance in integrated programming and mainstreaming across SPC. • Technical assistance and support on human rights and good governance are delivered in a coordinated way across programmes and teams. • Quality and timely inputs into the development of concepts for project and programme proposals for the Division and across SPC.
<p>KRA#2: Human rights and good governance capacities and skills development</p> <ul style="list-style-type: none"> • Support the identification of needs for development of human rights and good governance research and analysis capacities and skills for PICTs and other stakeholders. • Support the development and delivery of capacity building tools and programmes on human rights and good governance, especially in research and analysis, through multiple modalities. • Continuous review and adaptation of capacity building and skills development materials inform by learning. 	<ul style="list-style-type: none"> • HRSD staff's knowledge is enhanced through development and circulation of training/other materials and internal training activities on human rights and good governance statistics. • Quality and contextualized capacity building and skills development programmes, tools and guidelines are developed and delivered in line with PICTs priorities and work plan. • 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.

	<ul style="list-style-type: none"> Capacity building and skills development material are adapted and current.
KRA#3: Stakeholder engagement, networking, and coordination <ul style="list-style-type: none"> Support stakeholder engagement, networking, and coordination to advance project and divisional objectives at national, regional, and institutional levels. Engage in working groups, task forces and other technical committees. Provide technical assistance to other SPC Divisions and other regional organizations on human rights and good governance, particularly in relation to the implementation of the PGEP project. 	<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.
KRA#4: Monitoring and Evaluation <ul style="list-style-type: none"> Contribute to PROJECT Governance donor reports and HRSD overall reports. Support monitoring, evaluation and learning for human rights and good governance specific projects and programs. Contributes to the monitoring and evaluation of capacity building is conducted to meet desired outcomes. Ensure accurate and timely reporting of all interventions including training and technical assistance. 	<ul style="list-style-type: none"> MEL and reporting requirements around outcomes and impact of activities are met. Reports are of a high standard, evidenced by incorporation of information into HRSD overall report and by feedback from Advisers and respective Team Leaders.

Most Challenging Duties Typically Undertaken (Complexity):

- Prioritizing research and project support tasks in response to programme demands.
- Navigating diverse religious, political and cultural contexts to advance human rights and good governance.
- 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 and good governance 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: <ul style="list-style-type: none"> PICTs focal points (minister level and lower) including CSOs Funding and development partners Other regional and international agencies Consultants Researchers/ academics 	<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 Engaging in communities of learning, information, and practice

Internal Key internal contacts are: <ul style="list-style-type: none"> • Division Director • Division Team Leaders • Division team including CFOs and country project staff • Other SPC Technical Divisions and programmes • Other internal support services 	<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:

Routine Expenditure Budget: *Zero*

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

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

Person Specifications:

Qualifications

Essential:	Desirable:
Degree in development, human rights, law, governance, gender or related discipline from a recognised university or equivalent relevant experience in the field.	<ul style="list-style-type: none"> • Post graduate qualification in relevant field • Experience and/or qualifications in research and data analysis. • Experience and/or qualification as a trainer or community facilitator.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • Five (5) years of work experience related to human rights and/or good governance. • Good working knowledge of human rights and good governance in the Pacific. • Ability to develop and implement appropriate capacity development sessions on human rights, gender equality and social inclusion for diverse government and non-government audiences. • Excellent English written and communication skills. Ability to speak one or more Pacific Island languages is advantageous. 	<ul style="list-style-type: none"> • Combination of skills and experience of the following: law, development, governance, human rights, gender equality and social inclusion. • Knowledge of/experience in legislative processes or courts. • Knowledge and understanding of human rights issues facing women, children, persons with disabilities, LGBTQI and other marginalized social groups and proven commitment to addressing these issues in the Pacific.

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, and good governance programs and technical assistance.• Applied knowledge of national, regional, and international human rights, and good governance 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 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	<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.

