



JOB DESCRIPTION

Job Title	Manager Programmes
Division	Human Rights and Social Development (HRSD) Division
Location	Suva, Fiji
Line/Hiring Manager	Director – Human Rights & Social Development (HRSD) Division
Direct Reports	5
Purpose of role	The Manager Programmes, for the Pacific Women Lead at SPC programme, within HRSD, will have overall leadership of the direction, planning and implementation of the programme, to ensure PWL at SPC is implemented effectively and efficiently and achieves its goal and end-of-programme outcomes, and contributes to a coherent and integrated work programme of the Division.
Date	April 2024

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.

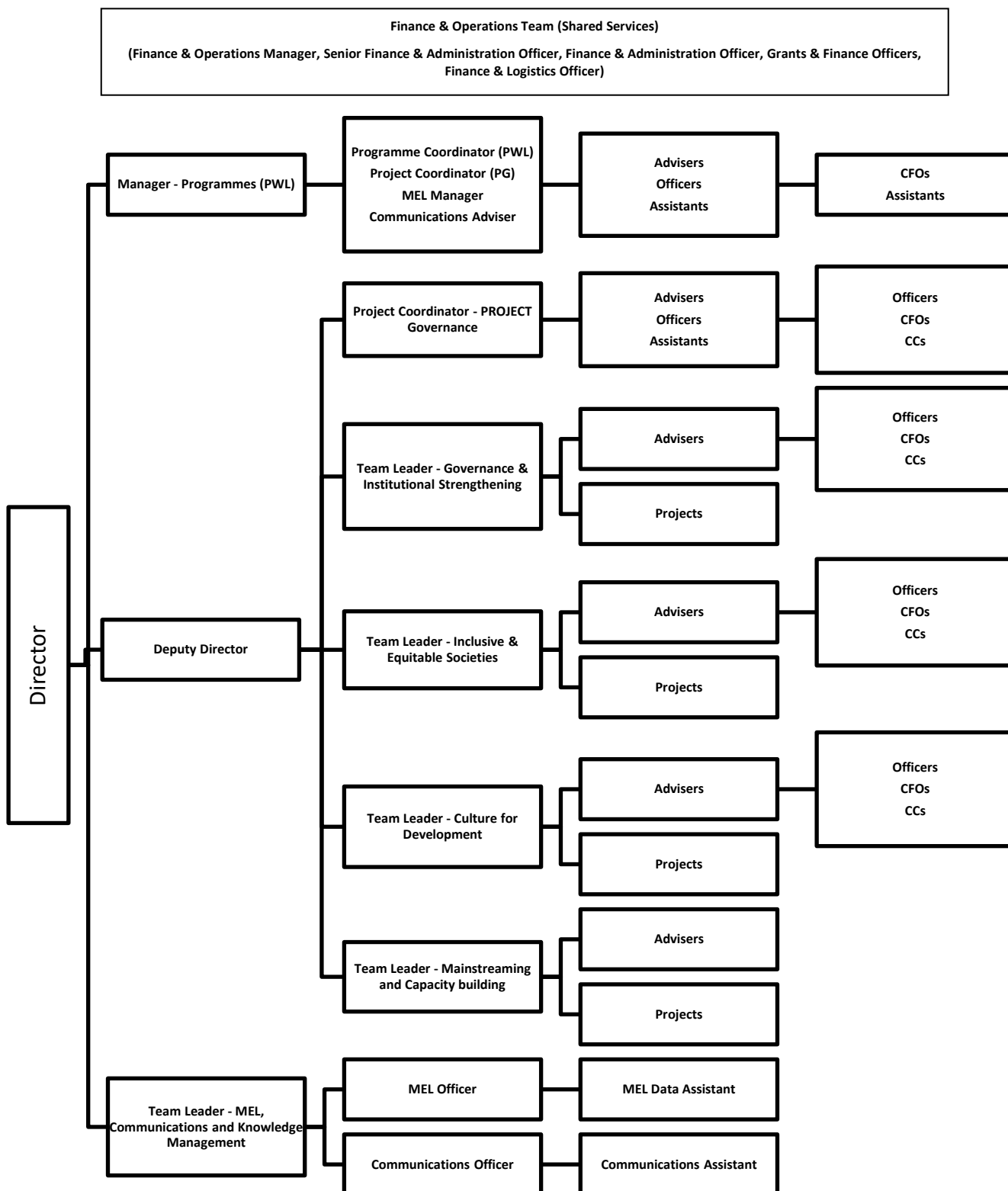
As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the Pacific Women Lead (PWL) at SPC programme (PWL at SPC), located within SPC's HRSD Division. It receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding 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: Programme oversight of the management and delivery of Pacific Women Lead at SPC, including planning, policy and programming advice.

KRA 2: Promoting stakeholder engagement on the PWL at SPC programme and its objectives.

KRA 3: Provide day to day management support to the PWL at SPC team.

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

Jobholder is accountable for;	Jobholder is successful when;
<p>KRA 1: Programme oversight of the management and delivery of Pacific Women Lead at SPC, including planning, policy and programming advice. (70%)</p> <ul style="list-style-type: none"> • Provide leadership and direction to the programme. • Deliver strategic, technical and operational advice. • Lead the delivery of PWL at SPC’s annual work plan and ensure the programme is integrated with other relevant initiatives at SPC to achieve strategic priorities. • Ensure PWL at SPC is aligned with the HRSD Business Plan and work programme and contribute to the achievements of HRSD. 	<ul style="list-style-type: none"> • PWL at SPC delivers quality outcomes, consistent with the annual work plans. • The outcomes align with and support the achievement of the objectives of HRSD. • The effective coordination with finance and operations, and social innovation and learning teams, informs programme delivery. • Key stakeholders and relevant SPC divisions receive timely and relevant technical assistance under PWL at SPC. • The programme is routinely reviewed for risks, and any identified risks have effective mitigation strategies implemented.
<p>KRA 2: Promoting stakeholder engagement on the programme and its objectives. (20%)</p> <ul style="list-style-type: none"> • Lead strategic advice with respect to planning, policies and programming for gender equity for the division and SPC. • Contribute to national, sub-regional, and regional planning, policies and programming that support gender equality and the desired outcomes of PWL at SPC. 	<ul style="list-style-type: none"> • Stakeholders are well informed and have a strong understanding and appreciation of the programme and its goal and end-of-programme outcomes. • Strong strategic relationships exist through engagement, networking and policy dialogue. • PWL at SPC is well represented, and successful partnerships brokered with a diverse range of individuals and organisations including donors, regional and national partner organisations. • Key stakeholders and strategic partners provide positive feedback or evaluations. • Quality and timely policy advice regarding gender equality is provided to stakeholders and informs decisions within HRSD. • SPC and national and regional strategic plans, policies and programming include the relevant gender equality dimensions.
<p>KRA 3: Provide day to day management support to the PWL at SPC team. (10%)</p> <ul style="list-style-type: none"> • Under a matrix arrangement in collaboration with relevant HRSD team members, supervise the technical work of the senior team to achieve the outcomes of PWL at SPC. 	<ul style="list-style-type: none"> • The team is well supported, engaged and guided to deliver quality, appropriate and relevant services. • The team is well integrated with the other units across HRSD and other SPC divisions. • Staff leave, performance and development process are well managed.

<ul style="list-style-type: none"> • Manage the leave approvals, management plans and performance appraisals of senior team members assigned to the programme. • Support resource mobilisation efforts for the HRSD work programme. • Represent the programme, HRSD and SPC in organisational, regional, sub-regional and international events and initiatives. • Support working groups and relevant convenings. 	<ul style="list-style-type: none"> • Working groups, task forces and other technical committees are actively supported.
---	--

Most Challenging Duties Typically Undertaken (Work Complexity):

<ul style="list-style-type: none"> • Coordination and integration of the programme into SPC and fully aligning with HRSD's vision and objectives • Ensuring the programme's success through clearly defining the problems, creating solutions and driving strategy • Ensuring that all activities and actions are grounded in Pacific values and principles, and people centred approaches that reinforce values of gender equality and inclusion • Ensuring effective relationships and communications between the PWL at SPC staff, broader HRSD team, and programme partners.
--

Level of Delegation:

Overall Operational Budget managed by the role: Up to approximately EUR 10,000,000 per year
 Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000

Functional Relationships & Relationship Skills:

Key internal and / or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Funding and strategic partners • DFAT • Pacific Women Advisory Board • PICTs national ministries and social service providers 	<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.
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Division Director • Division Manager Programmes • Division Team Leaders • Division team (reporting line) • Other SPC Technical Divisions and Programmes • OMD, including SPL and other internal support services 	<ul style="list-style-type: none"> • Reporting (activity/outcome and financial) Programme delivery against outcomes • Integrated programming and supporting the People Centred Approach • Finance, MEL, results reporting • Negotiating, influencing and securing cooperation and collaboration.

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Master's degree in international development/gender or another relevant field. 	<ul style="list-style-type: none"> • Certificate or Diploma in project / programme management from a recognised institution, or equivalent years of project management experience.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • More than 10 years of experience in managing complex development programmes, preferably in Team Leader or senior management role and on a donor, contractor or NGO programme in developing countries. • Strong team leadership capabilities including experience leading multi-cultural, multi-disciplinary teams in an international environment. • Demonstrated experience in strategic planning and change management processes and in mentoring counterparts through organisational change. • Demonstrated practical knowledge and broad experience, at a strategic and management level, in the design and delivery of activities striving for the protection and promotion of the rights of women, preferably in a complex international development context. • Strong understanding of gender equality and women's empowerment issues and challenges, particularly in the Pacific. • Strong networks across the Pacific, particularly with women's organisations at all levels. • Demonstrated capacity for providing high-level representation and strategic advocacy. • Proven track record in risk management, including identifying risks and implementing effective mitigation strategies. • Confident and strong interpersonal skills and the ability to relate to and work effectively with individuals from a wide range of backgrounds and cultures, at all levels, including senior levels of government, multi-lateral agencies and other partners. 	<ul style="list-style-type: none"> • Experience working with DFAT highly preferred. • Understanding of ethical guidelines in Programme / project implementation including do no harm and survivor-based approaches. • Demonstrated high level of emotional intelligence through work approaches / experience. • Conducting research, including participatory research and mixed methods. • Organizing and convening bi-lingual regional, sub-regional and national events such as meetings, consultations, workshops. • Working with agencies, development partners, NGOs, civil society organizations.

<ul style="list-style-type: none"> • Excellent time management and organisational skills. • Excellent written and verbal communications skills in the English language. 	
---	--

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"> • Technical expertise in gender equality and women’s empowerment. • People management and leadership. • Communication, coordination and relationship building. • Ability to rapidly assimilate ‘new’ information. • Critical, robust and inclusive assessment of alternative strategies and options. • Cultural systems and dynamics.
Advanced level	<ul style="list-style-type: none"> • Financial and results-based reporting requirements for SPC and for strategic partners. • Mediation and negotiation skills. • Ethics, including implementation of ‘Do no harm’ principles.
Working knowledge	<ul style="list-style-type: none"> • Capacity building modalities. • Resource mobilisation / project proposal, funding cycles, and requirements of current and potential donor partners. • Provide support for strategic planning and MEL. • Establishing and maintaining communities of learning, innovation and practice.
Awareness	<ul style="list-style-type: none"> • Political systems and dynamics. • SPC human rights and social development work in the region.

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
- Supervision/Management

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.