JOB DESCRIPTION

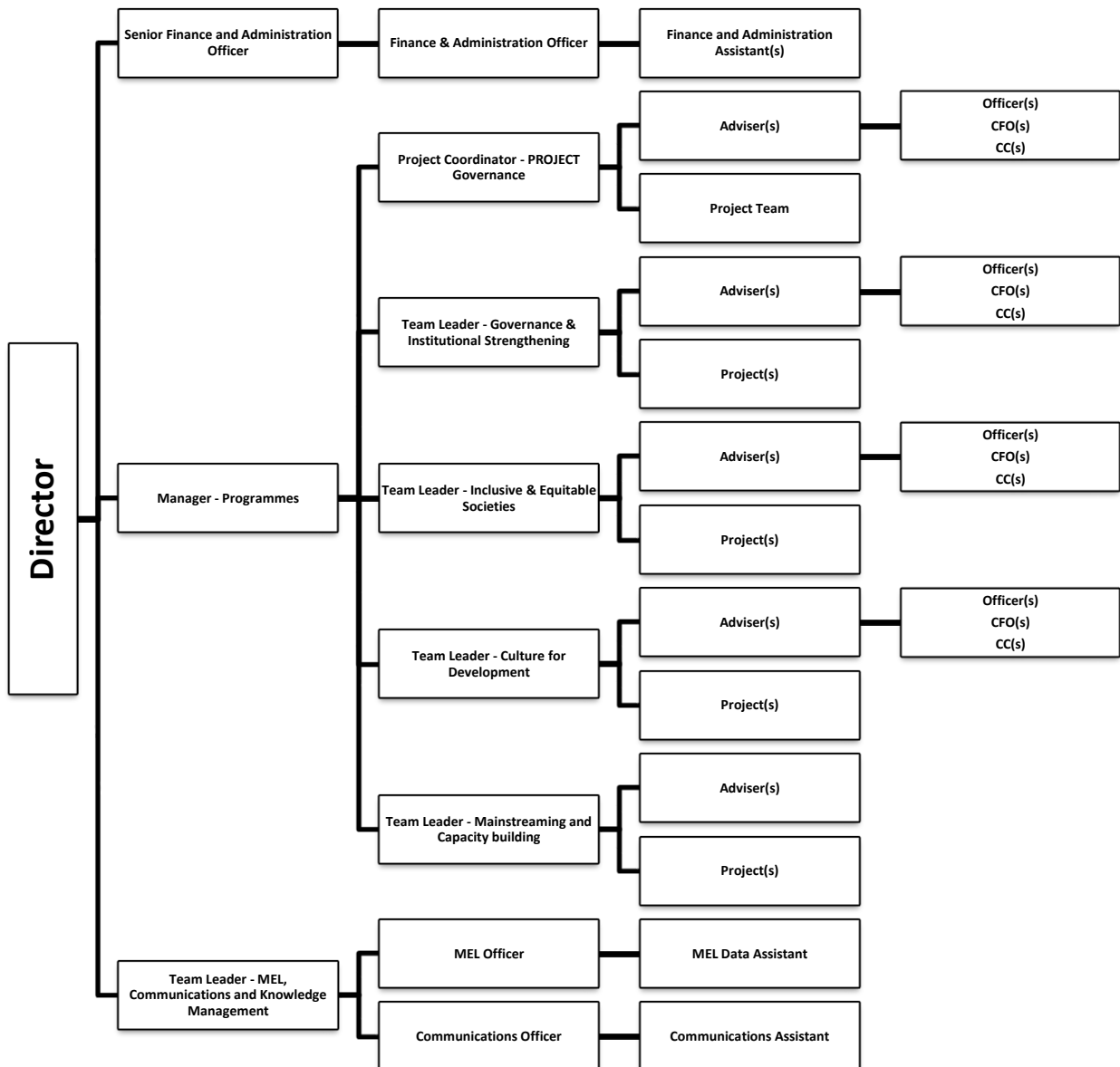| Job Title	Project Coordinator - Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific Project
Division	Human Rights and Social Development Division (HRSD)
Location	Suva, Fiji
Line/Hiring Manager	Manager - Programmes
Direct Reports	5-6
Purpose of the role	The Project Coordinator - PROJECT Governance will be responsible for the overall leadership of the 'Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific' ('PROJECT Governance') project, providing technical, programming and strategic direction and high-level implementation oversight, to ensure the anticipated results and objectives of the project are achieved. The role will also manage and develop direct reports.
Date	April 2024

Organisational Context and Organisation 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 the Director, the Manager - Programmes, Team Leaders, Advisers, Officers and Project Coordinators, 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: Knowledge and innovation: Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

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                   │ Senior Finance and       │   │ Finance & Administration │   │ Finance and Administration│
                   │ Administration Officer    ├───┤ Officer                  ├───┤ Assistant(s)             │
                   └─────────────────────────┘   └─────────────────────────┘   └─────────────────────────┘

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                                                  │ Adviser(s)               ├───┤ Officer(s)   │
                   ┌─────────────────────────┐    └─────────────────────────┘   │ CFO(s)       │
                   │ Project Coordinator -    ├──┐                               │ CC(s)        │
                   │ PROJECT Governance       │  │ ┌─────────────────────────┐   └──────────────┘
                   └─────────────────────────┘  └─┤ Project Team             │
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(The figure is an organisational chart.)

Director

- **Senior Finance and Administration Officer** → **Finance & Administration Officer** → **Finance and Administration Assistant(s)**
- **Manager - Programmes**
  - **Project Coordinator - PROJECT Governance**
    - **Adviser(s)** → Officer(s) / CFO(s) / CC(s)
    - **Project Team**
  - **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**

PROJECT Governance:

The USD 20 million donor-funded 'Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific Project' ('PROJECT Governance') is a flexible and adaptive implementing mechanism that will strengthen the practice of sound, just, and responsive governance in the region. PROJECT Governance directly contributes to strengthening democratic institutions (Intermediate Result 3.1: Strengthened Democratic Institutions of Development Objective 3: Advanced Democratic Governance of the Donor Results Framework for the Pacific). The activity also contributes to the United States Government's Indo-Pacific Vision under which good governance is a core pillar of the US vision for a free and open Indo-Pacific, including a commitment to work with Indo-Pacific nations to promote sound, just, and responsive governance.

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, to good governance, belief in the liberty of the individual under the law, upholding democratic processes and institutions, and recognizing the vulnerability of member countries to threats to their

security. It is based on the premise that collective actions and vitalized partnerships between governments and citizens will advance democratic governance in the Pacific and build resilience to malign foreign influence that threatens the nations' sovereignty. These include promoting the widespread acceptance of just, transparent, accountable, participatory, and responsive governance practices and developing the capacity of governance institutions on both the demand and supply sides to sustainably implement best practices throughout the region. Activities will aim to improve the functioning of government institutions and civil society organizations and media, promote transparency and accountability, systematize opportunities for representation and inclusion of citizen interests in political and decision-making processes, uphold the rule of law, strengthen democratic institutions, and protect rights and civil liberties, especially of women and other marginalized sectors.

Key Result Areas (KRAs):

Key Result Area 1: Project delivery and management including staff supervision and management
Key Result Area 2: Strategic planning, policy and programming advice
Key Result Area 3: Stakeholder engagement, networking and coordination
Key Result Area 4: Technical assistance and support to mainstream a People-centred Approach to development

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

Jobholder is accountable for:	Jobholder is successful when:
KRA 1: Project delivery and management including staff supervision and management (50%) • Leads the design and delivery of PROJECT Governance, including implementation planning and monitoring, problem solving, managing budget execution, donor contract compliance, and donor narrative and financial reporting as per contract and compliance rules from donor. • Oversees implementation of the communications and visibility strategy for PROJECT Governance, including the development of communications materials. • Coordinates and communicates across PROJECT Governance partners and stakeholders and other governance-related programmes to ensure effective management of project-related issues and complementarity and, to the extent possible, collaboration with other governance-related programmes/projects. • Reviews all materials and information developed under PROJECT Governance. • Ensures that MEL, research and innovation informs the work programme of PROJECT Governance. • Under a matrix arrangement in collaboration with relevant HRSD Team Leaders, supervises the technical work of the advisers, officers and other staff of PROJECT Governance. • Manages the leave approvals, management plans and performance appraisals of advisers, officers and other staff of PROJECT Governance.	▪ PROJECT Governance is executed on time, delivers results and complies with donor contracting and reporting obligations. ▪ PROJECT Governance is effectively and efficiently managed, including coordination and communication across project partners, and the development and execution of annual work plans. ▪ PROJECT Governance complements and to the extent possible, collaborates with, other governance-related programmes/projects in the Pacific. ▪ PROJECT Governance financial and narrative reports are completed to a high standard and in a timely manner. ▪ PICTs and other stakeholders provide positive feedback or evaluations on project delivery. ▪ Staff leave, performance and development process are well managed.

• Ensures donor narrative and financial reports are of high quality and completed in a timely manner.	
KRA 2: Strategic planning, policy and programming advice (20%) • Leads strategic advice with respect to planning, policies and programming for PROJECT Governance. • Contributes to national, sub-regional, regional and international planning, policies, programming and institutions that support PROJECT Governance.	▪ Project work plans are strategic, realistic, meet project objectives, and are accurately budgeted.
KRA 3: Stakeholder engagement, networking and coordination (20%) • Liaises with the Donor Agreement Officer (AO), Agreement Officer's Representative (COR), and staff or consultants. • Represents HRSD and PROJECT Governance at national, regional and international forums. • Shares information on progress and outcomes of PROJECT Governance with key stakeholders. • Establishes, strengthens and supports partnerships that advance PROJECT Governance objectives at national, regional and international levels.	▪ The Donor and other partners and stakeholders provide positive feedback through written and oral communications. ▪ Program activities are well coordinated between all PROJECT Governance partners ▪ Project reporting contains up to date information from all program partners ▪ PROJECT Governance compliments the outcomes of other DONOR projects and avoids duplication. ▪ Outcome documents of meetings and consultations positively reflect interventions in relation to PROJECT Governance. ▪ Stakeholders continue to request information and support from PROJECT Governance.
KRA 4: Technical assistance and support to mainstream a People-centred Approach to development (10%) • Lead the implementation of a People-centred Approach to PROJECT Governance. • Provide high-level technical advice and assistance to SPC's divisional programmes, projects and services to adopt and apply SPC's People-centered Approach to development. • Provide high-level technical advice and assistance to PROJECT Governance partners to adopt and apply SPC's People-centered Approach to development. • Work with the other Advisers and the Social Innovation and Knowledge Management team to develop ideas and concepts for the advancement of a People-centred Approach in the region.	▪ All PROJECT Governance activities apply the PLANET principles of a People-centred Approach ▪ Quality and timely technical assistance and support, including knowledge products, research, legal and policy analysis, are provided consistent with annual work plan. ▪ Evidence of a People-centred Approach across SPC and PROJECT Governance partners. ▪ Technical assistance and support on a People-centred Approach are delivered in a coordinated way across programmes and teams. ▪ People-centred Approach MEL and reporting requirements are met.

Most Challenging Duties Typically Undertaken (Work Complexity):

- o Overseeing effective delivery of a multi-partner, multi-country project in different cultural environments.
- o Project cycle management of multi-country programme.
- o Maintaining effective communication and coordination with project partners and stakeholders.
- o Supervising and mentoring project staff.
- o Donor engagement and knowledge and application of rules and processes.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External • Project partners IFES, EWC, CARE USA • Donor-funded programmes/projects • PIC governments • Other regional or international development agencies • Civil society • Consultants	- Project reporting (activity/outcome and financial) and information sharing - Coordination and delivery of work programme, including technical assistance - Negotiating, influencing and securing cooperation and collaboration - Representing PROJECT Governance/SPC
Internal • Division Director • Division Manager - Programmes • Division Team Leaders • Division team including Advisers, CFOs and country project staff • OMD, including SPL and other internal support services • Director Communications	- Reporting (activity/outcome and financial) project delivery against outcomes - Finance, MEL, results reporting. - Supervision, mentoring and support, facilitation, conflict resolution

Level of Delegation:

Overall Operational Budget managed by role: Approximately USD 10 million over 5 years, subject to approval by HRSD Director. No direct authority.

Budget Sign off Authority without requiring approval from direct supervisor: As per instruments of delegations and authorizations - *2,000 EUR*

Person Specifications:

Qualifications

Essential:	Desirable:
- A master's degree in public administration, economics, business, law, social sciences, or a related field.	- Diploma or certificate course in project cycle management, or equivalent years of project management experience.

Knowledge/Experience

Essential:	Desirable:
- At least 10 years of project management experience. - Expertise in supporting democratic governance reforms. - Extensive experience working with counterparts at various levels of government and the non-government sector in managing international development assistance projects. - Strong technical expertise, good management skills, and excellent communication skills. - Leading teams located and working across multiple locations.	- Previous experience managing large-scale donor-funded projects in the Pacific. - Previous experience overseeing regional projects supporting state and/or non-state actors in advancing human rights, development and good governance projects. - Skills in applying a rights-based approach and perspective. - Demonstrated high level of emotional intelligence through work approaches/experience. - Organising and convening regional, sub-regional and national events such as meetings, consultations, workshops etc.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• Project/programme management operation management, including financial and project monitoring, and donor reporting • Technical expertise in democratic governance and human rights standards, systems, frameworks and strategies. • Leadership and management skills, including staff performance management. • Communication, coordination, report writing, and relationship building. • Ability to rapidly assimilate 'new' information. • Critical, robust and inclusive assessment of alternative strategies and options.
Advanced level	• Financial and results-based reporting requirements for SPC and for donor partners. • Familiarity with PICTs' commitments to human rights and democratic governance at the national, regional and international levels. • Mediation and negotiation skills. • Ethics, including implementation of 'Do no harm' principles.
Working knowledge	• Capacity building modalities. • Resource mobilisation/project proposal and funding cycles, requirements of current and potential donor partners. • Provide support for strategic planning, MEL. • Establishing and maintaining communities of learning, innovation and practice. • Existing human rights and democratic governance 'entry points' and networks at national, regional and global level.
Awareness	• SPC human rights and social development work in the region. • Cultural and political systems and dynamics.

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.