



JOB DESCRIPTION

Job Title	Project Officer (Pacific Girl)
Division	Human Rights and Social Development Division (HRSD)
Location	Suva, Fiji
Line/Hiring Manager	Project Coordinator (Pacific Girl) – Pacific Women Lead at SPC, HRSD
Direct Reports	0
Purpose of the role	The Project Officer will provide technical advice, assistance and capacity building under the Pacific Girl project and support planning, implementation, monitoring and reporting at country and regional level. Pacific Girl is managed by Pacific Women Lead at SPC, within HRSD.
Date	March 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:

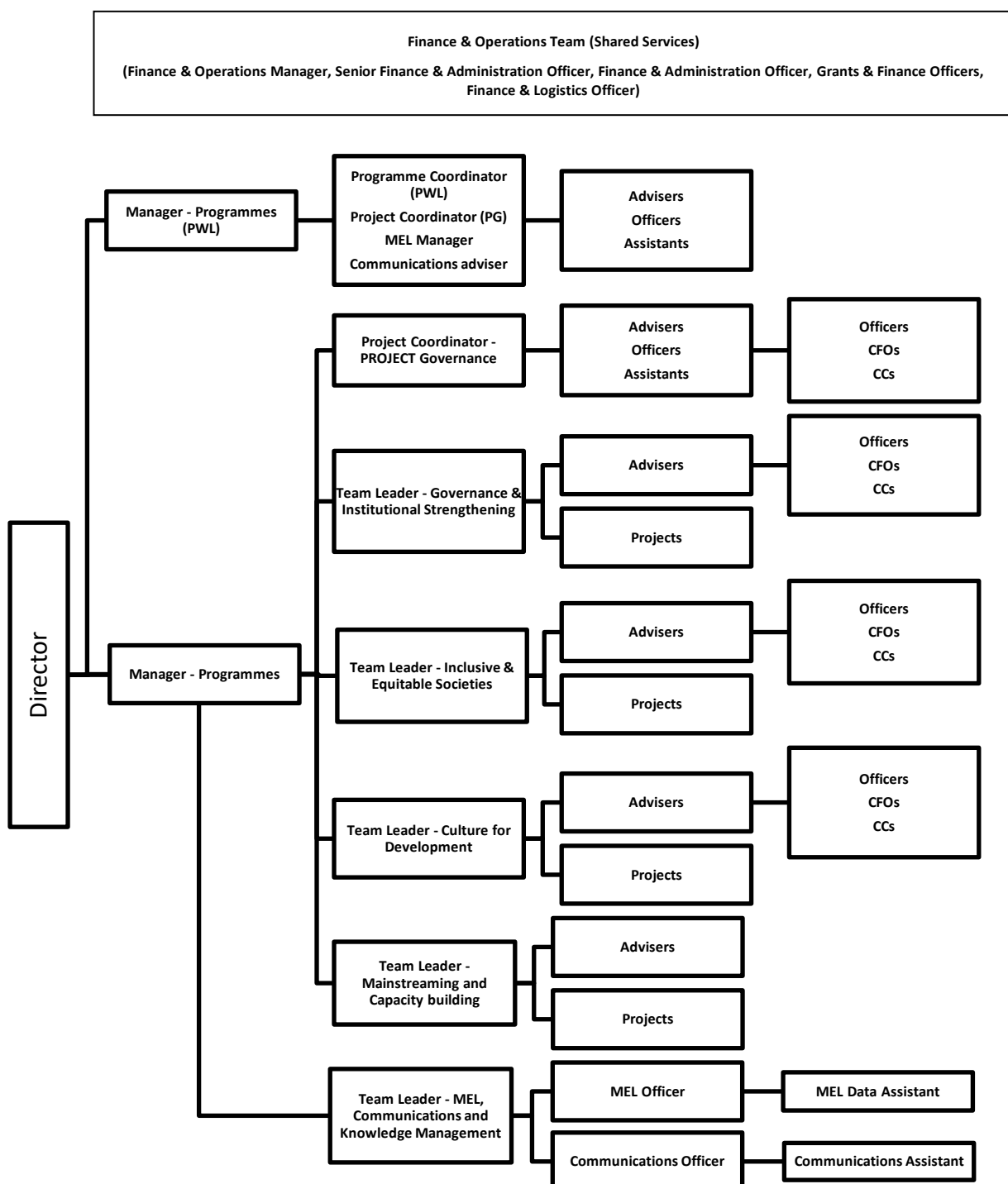
- **Objective 1: Governance for human rights and social development:** Strengthen inclusive, transparent and active governance for human rights and social development.
- **Objective 2: Gender equality and social inclusion:** Mobilise, empower and build conditions for gender equality, equity and social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

The **Pacific Girl** project sits within the PWL at SPC programme. Pacific Girl is a \$4.5 million multi-country initiative to support adolescent girls in Pacific Island countries achieve their full potential. Evidence shows that “educated, healthy and skilled adolescent girls will help build a better future, advance social justice, support economic development, and combat poverty”. Pacific Girl funds selected civil society organisations in six countries that work with adolescent girls. Pacific Girl partners will equip girls to make informed decisions, while engaging the adults in their lives to build more supportive environments.

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 specialist technical assistance and advice to support the development and implementation of the Pacific Girl project (40%)

KRA#2: Provide technical assistance and advice and support to Pacific Girl stakeholders (20%)

KRA#3: Support and manage Pacific Girl Regional Learning Network activities (20%)

KRA#4: Stakeholder engagement, networking and coordination (10%)

KRA#5: Monitoring and evaluation (10%)

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

Jobholder is accountable for:	Jobholder is successful when:
<p>KRA#1: Provide specialist technical assistance and advice to support the development and implementation of the Pacific Girl project</p> <ul style="list-style-type: none"> • Work with technical advisers and the broader PWL at SPC team to develop and implement all regional and country programme activities in accordance with the Pacific Girl project. • Integrate analysis of thematic gaps in gender transformative programming with adolescent girls into reporting, learning and communications support such as inputs to thematic and policy briefs and other products. • Establish links with relevant technical specialists, both within the Pacific and internationally, and draw on these to provide technical advice and inputs. • Support monitoring and reporting on Pacific Girl project activities. • Ensure all reports are of high quality and completed in a timely manner. 	<ul style="list-style-type: none"> • Pacific Girl project delivers timely results and complies with donor contracting and reporting obligations. • The project is well informed and resourced with specialist technical advice. • The project is effectively and efficiently managed, including coordination and communication across project partners, and the development and execution of annual work plans. • Key stakeholders and relevant SPC divisions receive timely and relevant technical assistance under the project.
<p>KRA#2: Provide technical assistance, advice and support to Pacific Girl partners</p> <ul style="list-style-type: none"> • Support the identification of needs for development of gender equality and social inclusion capacities for Pacific Girl stakeholders. • Provide technical assistance, advice and support to stakeholders to build capacity in adolescent safeguarding and engagement. • Facilitation of the Pacific Girl adolescent girl reference group. • Promote and represent the Pacific Girl project with key stakeholders. 	<ul style="list-style-type: none"> • Stakeholders' capacity in gender equality and social inclusion enhanced. • Pacific Girl is broadly known, and key objectives understood across all partners and stakeholders. • Strong and effective relationships are established with a range of programme stakeholders, including relevant government agencies and implementing partners.
<p>KRA#3: Support and manage Pacific Girl Regional Learning Network activities</p> <ul style="list-style-type: none"> • Manage and coordinate regional network meetings and programme partner learning exchanges, in collaboration with PWL at SPC programme Gender and Communication Advisers. • Represent Pacific Girl and HRSD at national, regional and international forums. 	<ul style="list-style-type: none"> • Outcome documents of meetings and consultations positively reflect SPC interventions in relation to Pacific Girl. • Stakeholders continue to request information and support from HRSD in relation to Pacific Girl. • Stakeholders provide positive feedback through written and oral communications.

<ul style="list-style-type: none"> Collaborate with other gender advisory units across SPC. 	
KRA#4: Stakeholder engagement, networking and coordination <ul style="list-style-type: none"> Support stakeholder engagement, networking and coordination to advance 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 gender equality and social inclusion. 	<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#5: Monitoring and Evaluation <ul style="list-style-type: none"> Contribute to Pacific Girl reports. Support monitoring, evaluation and learning for Pacific Girl activities. 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 impacts of activities are met. Reports are of a high standard, evidenced by incorporation of information into Pacific Girl reports.

Most Challenging Duties Typically Undertaken (Work Complexity):

- Coordinating effective delivery of multi-country programme in different cultural environments
- Maintaining effective communication and coordination across the Pacific Girl and PWL at SPC teams and programme partners
- Ensuring that all activities and actions are grounded in Pacific values and principles, and people centred approaches that reinforce values of gender equality

Level of Delegation:

Overall Operational Budget managed by the role: Nil

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

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"> Funding and strategic partners DFAT Pacific Women Advisory Board PICTs national ministries and social service providers Other regional or international development agencies Consultants 	<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"> Division Director Division Manager Programmes Division Team Leaders Division team (reporting line) 	<ul style="list-style-type: none"> Reporting (activity/outcome and financial) Programme delivery against outcomes

<ul style="list-style-type: none"> • Other SPC Technical Divisions and Programmes • OMD, including SPL and other internal support • Director Communications 	<ul style="list-style-type: none"> • Integrated programming and supporting the People Centred Approach • Finance, MEL, results reporting • Supervision, mentoring and support, facilitation, conflict resolution.
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Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A Bachelor's degree in gender studies, development, social sciences, programme management or a related discipline. 	

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least five years' experience in a similar role. • Demonstrated understanding and analysis of contemporary gender issues in the Pacific at both regional and country level; ability to contextualise gender issues. • Strong understanding of challenges and opportunities in working with children and young people, particularly in a Pacific context. • Knowledge of organisations (including civil society, government, and private sector) and individual leaders working in various areas of gender equality and issues affecting women across the Pacific. • Demonstrated capacity to interact with various stakeholders and facilitate linkages between organisations. • Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations. • Excellent written and oral communication skills in English, with strong writing ability at a project donor reporting level. • Proven record of accomplishment in coordination and partnership building with donors, governments, development partners and civil society. • Demonstrated understanding and knowledge of Pacific cultural values and international human rights principles and standards. • Pacific experience and an in-depth understanding of the human rights 	<ul style="list-style-type: none"> • Strong programme management skills, with experience in a development context • Skills in applying a rights-based approach and perspective; • Background in VAW, GBV, gender equality and justice, disability rights consistent with human rights principles. • Ability to speak one or more Pacific Island languages.

(including violence against women), good governance and development challenges in the region.	
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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, and youth development programmes 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	<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 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.