# JOB DESCRIPTION

Job Title:	Strategic Adviser – PROJECT Governance
Division/Programme	Human Rights and Social Development Division (SPC HRSD)
Location:	Suva, Fiji
Reporting to:	Project Coordinator – PROJECT Governance (Chief of Party)
Number of Direct Reports:	0
Purpose of Role:	The Strategic Adviser will provide strategic advice and related technical assistance for PROJECT Governance, including in relation to programming, partnerships, new areas of work, budgeting and financial management, MEL, research, and resource mobilisation. The Strategic Adviser may from time-to-time provide similar advice and technical assistance for broader SPC initiatives. This role will work closely with the SPC HRSD Director and Deputy Director, the PROJECT Governance Chief of Party and other PROJECT Governance staff, and other SPC HRSD staff. From time-to-time, be Strategic Adviser will work with Directors and staff from other SPC divisions.
Date:	December 2024

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, gender equality and social inclusion, and safeguarding and promoting positive expressions of Pacific culture, for all Pacific people.

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 and thematic priorities:
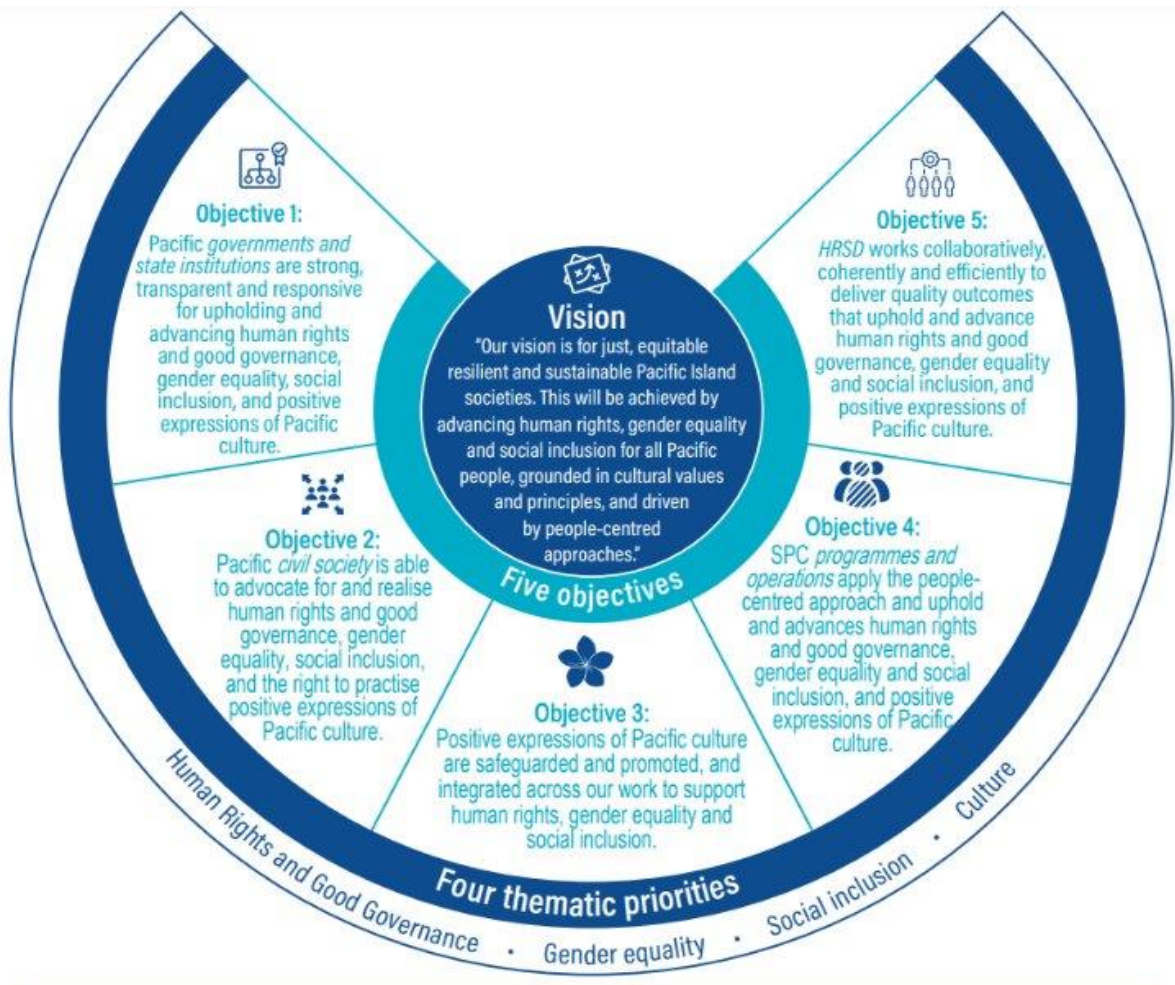
'Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific Project' ('PROJECT Governance') is anchored by commitments made by the Pacific Island Forum Leaders in the 2000 Biketawa Declaration and reaffirmed in the 2018 Boe Declaration. These include promoting the widespread acceptance 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 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.

HRSD Governance and Management Structure
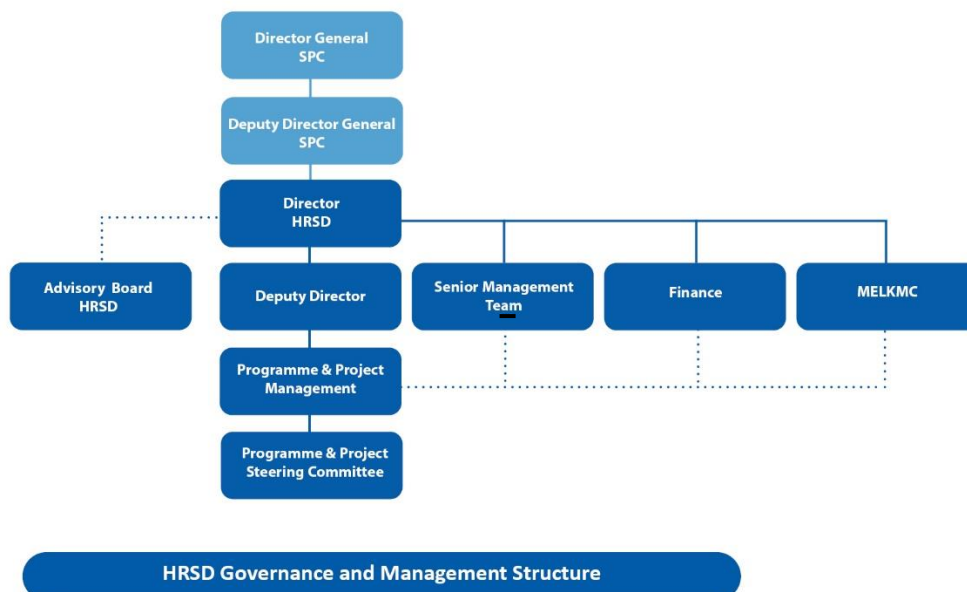
Key Result Areas (KRAs):

KRA 1: Strategic advice and support on project implementation – 30%
KRA 2: Strategic advice and support on project administration – 30%
KRA 3: Resource mobilisation, advocacy, stakeholder engagement, networking, and coordination – 30%
KRA 4: Staff supervision and management – 10%

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

Jobholder is accountable for	Jobholder is successful when
KRA 1: Provide strategic advice and support to the Chief of Party on project implementation • Provides strategic advice and support to the design and delivery of PROJECT Governance, including implementation planning, delivery, monitoring, and problem solving. • Supports design and delivery of activities under PROJECT Governance. • Strategic advice and support to PROJECT Governance team in design and delivery of activity level procurement, communications and MEL plans. • Support the preparation of Annual Implementation Plans. • 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	• Quality and timely strategic advice and support provided to the PROJECT Governance Chief of Party and HRSD Deputy Director. • Delivery of activities with recorded outcomes that contribute to the PROJECT Governance Theory of Change and HRSD Business Plan. • PROJECT Governance outcomes are communicated to the public and the donor. • PICT and other stakeholders provide positive feedback on technical assistance, strategic advice and engagement and continue to request TA. • Evidence of human rights and good governance in integrated programming and mainstreaming across SPC. • 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. • PROJECT Governance sub-grants deliver expected results.

governance perspectives in policies and programs. • Provide strategic advice and support on the implementation of PROJECT Governance sub-grants. • Support integrated programming and mainstreaming of People Centered Approaches to Development across SPC.	
KRA 2: Provide strategic advice and support to the Chief of Party on project administration • Provides strategic advice and inputs to managing budget execution, donor contract compliance, and donor narrative and financial reporting as per contract and compliance rules from donor. • Work closely with the Chief of Party in the preparation of financial and narrative reports. • Work closely with the Chief of Party to support the management of the PROJECT Governance budget. • Provide strategic advice and support on the development, implementation and monitoring of the PROJECT Governance MEL Plan. • Provide strategic advice and support on the development, implementation and monitoring of the PROJECT Governance Communications Strategy. • Provide strategic advice and support on the administrative management of PROJECT Governance sub-grants.	• MEL and reporting requirements are met. • Accurate financial forecasting and adaptable budgeting. • Positive donor feedback on project compliance with Cooperative Agreement. • Sub-grants are implemented in compliance with grant agreements. • Compliance with the Branding Strategy and Marking Plan.
KRA 3: Resource mobilisation, advocacy, stakeholder engagement, networking and coordination • Provide strategic advice and support stakeholder engagement, networking, and coordination to advance PROJECT Governance objectives, divisional outcomes and organisational strategic objectives at national, regional, and institutional levels. • Provide strategic advice and undertake organisational representation in relation to United Nations agencies and intergovernmental stakeholders based in Geneva, Switzerland. • Engage in working groups, task forces and other technical committees. • Represent SPC at national, regional, and international forums as delegated by the Director. • Work closely with the Deputy Director, Chief of Party and other key HRSD staff to develop technical and financial budget proposals for post PROJECT Governance funding.	• Stakeholder engagement plan developed and implemented. • Effective support and representation made on behalf of SPC with UN agencies in Geneva. • Regular Steering Committee meetings held. • Positive donor feedback on engagement and information provided. • Partners are regularly informed of PROJECT Governance outcomes. • HRSD donor partners other than USAID are well-informed about PROJECT Governance • New opportunities are identified to advance PROJECT Governance objectives. • Additional funding secured.
KRA 4: Capacity building and support • Working closely with the HRSD capacity building team, support and deliver capacity	

development of divisional and organisational staff in the area of project management. • Support the PROJECT Governance team to implement project commitments and support the team to deliver on good governance commitments and country interventions. • Provide support to relevant project staff to report against project work plans and budgets. • Provide support to PROJECT Governance for staff development. • Collaborate with in country staff to develop, implement, monitor project activities.	• Effective transfer of skills in project management to SPC staff. • PROJECT Governance officers deliver high quality work. • 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.

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):

- Providing strategic advice to SPC, and representing the organization effectively with diverse intergovernmental stakeholders based in Geneva, Switzerland.
- Navigating multiple donor stakeholders based in the Philippines, Pacific Island Countries and Washington.
- Providing strategic advice to ensure project implementation in line with donor requirements, budgets and member country expectations.
- 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 • United Nations agencies and intergovernmental stakeholders based in Geneva • HRSD development partners • PICTs focal points (permanent secretary level and lower) including CSOs • Other regional and international agencies • Consultants	• Responding to request for information, strategic advice, technical assistance, and support from Deputy Director and Chief of Party • 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 and Deputy Director	• Reporting (activity/outcome and financial) Programme delivery against outcomes

• PROJECT Governance management team (Chief of Party and Deputy Chief of Party) • PROJECT Governance team members • SPC Strategic Lead for Gender Equality • 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	• 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: *EUR 50*

Personal Specification:

Qualifications

Essential:	Desirable:
• Master's degree in development, good governance, human rights, or law.	• Diploma or certificate courses in project management.

Knowledge/Experience

Essential:	Desirable:
• At least 10 years of project management and development experience working in the field of human rights, and/or good governance. • Extensive experience working in the Pacific with at least 5 years of working for a regional organisation. • Experience managing multi-country donor funded programmes. • Experience leading multi-disciplinary and cross-cultural teams in the Pacific. • Strong technical expertise, good management skills and excellent communications skills. • Experience managing USAID funded programmes.	• Working with teams located remotely. • Skills in applying a rights-based approaches. • Organising and convening regional, sub-regional and national events in the Pacific.

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	• 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.