

JOB DESCRIPTION

Job Title:	Team Leader – Mainstreaming and Capacity Building
Division:	Human Rights and Social Development
Location:	Suva, Fiji
Reporting to:	Deputy Director – Human Rights & Social Development
Number of Direct Reports:	Up to five direct reports, and up to five reports under matrix arrangements
Purpose of Role:	<ol style="list-style-type: none"> 1) The Team Leader is responsible for the design, implementation, and monitoring, evaluation and reporting of: (a) the People-Centred Approach (PCA) programme within HRSD and across SPC; and (b) the programme for the capacity-building of the HRSD division. 2) The Team Leader will manage staff and provide technical services (such as deliver training activities and design tools and other resources) as required under the PCA and capacity-building programmes. 3) The Team Leader will work in close collaboration with relevant SPC staff, in particular the Senior Adviser – Social & Environmental Responsibility within the SPC Climate Change & Environmental Sustainability Division in relation to the PCA mainstreaming programme.
Date:	August 2023

Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting development since 1947. It is an international development organization owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, SPC works across more than 20 sectors and is known for our knowledge and innovations.

The Human Rights and Social Development (HRSD) Division leads the SPC's work program in the areas of human rights, gender equality and social inclusion, youth for development and culture for development.

Under its Business Plan 2021-2026, HRSD vision is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, gender 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:

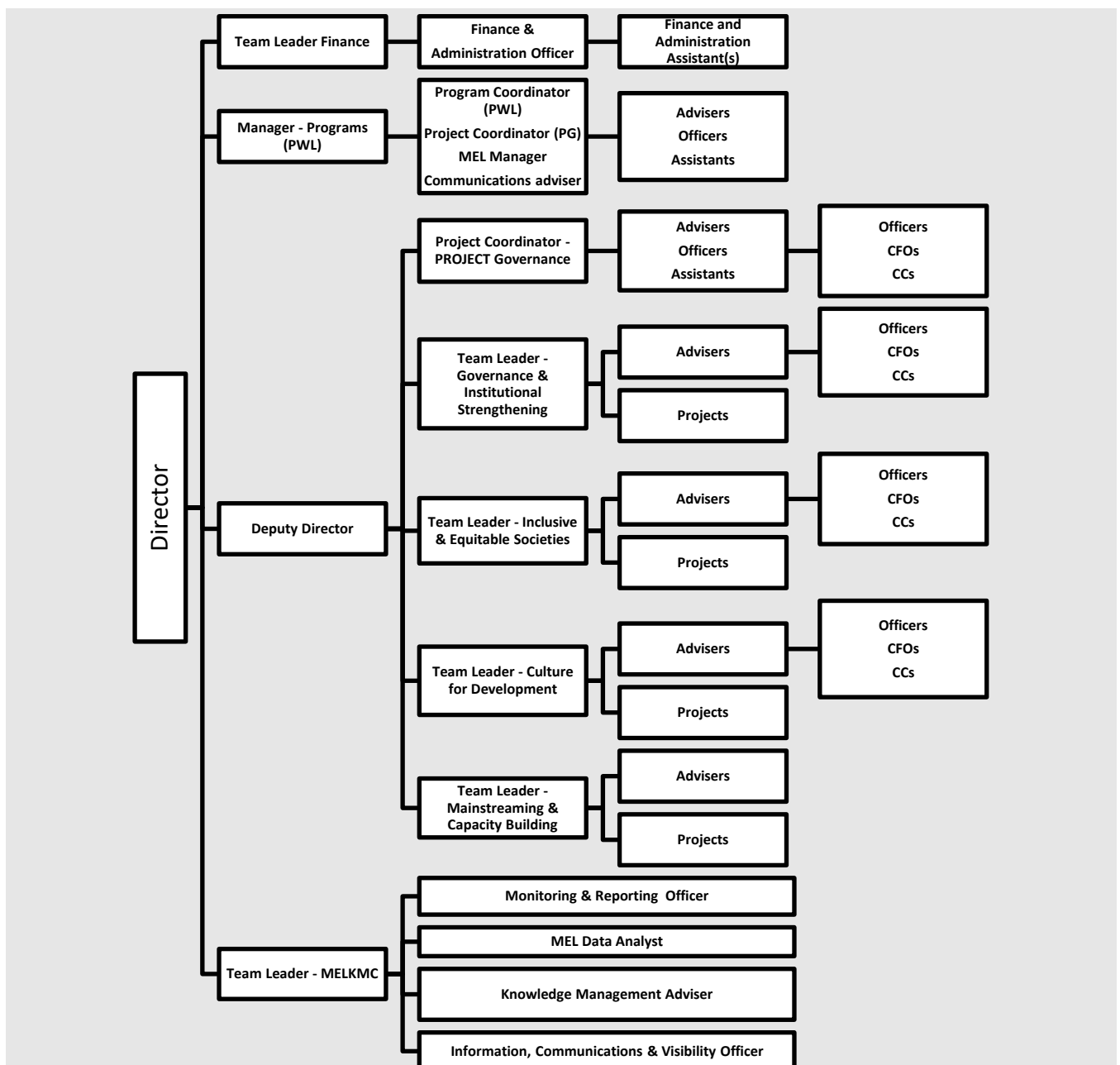
- Objective 1: Governance for human rights and social development: Strengthen inclusive, transparent, and active governance for human rights and social development.
- Objective 2: Gender equality and social inclusion: Mobilize, empower and build conditions for gender equality, equity and social inclusion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

HRSD provides a comprehensive suite of policy and legislative advice, technical assistance, and capacity building, through a team comprising the Director, the Deputy Director, the Manager – Programmes (Pacific Women Lead), Team Leaders, Advisers, Officers and Project Coordinators, based in Suva, and Country Focal Officers (CFOs) and Country Coordinators (CCs) located across the Pacific. The team provides advice, technical assistance and capacity building to national ministries, state institutions, civil society, the private sector, and other national and regional stakeholders, as well to other SPC divisions and programs.

HRSD works closely with the SPC Climate Change & Environmental Sustainability Division (CCES) to ensure SPC applies the Social & Environmental Sustainability (SER) Policy. The SER Policy includes the mainstreaming of both the People-Centred Approach (PCA) and environmental sustainability across SPC. The PCA encompasses the application of the human rights-based approach, gender equality, disability and social inclusion (GEDSI), and positive expressions of culture across the work of SPC. HRSD is responsible for leading PCA across SPC while CCES is responsible for leading environmental sustainability across SPC.

Further, HRSD has a capacity-building programme for HRSD staff to ensure they effectively deliver technical and capacity-building assistance to SPC members and stakeholders and SPC staff.



Key Result Areas (KRAs):

The key responsibilities of the Team Leader – Mainstreaming & Capacity Building encompasses the functions and Key Results Areas (KRAs) which are broadly described below:

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 (60% weight) Mainstreaming the People-Centred Approach (PCA) within HRSD and across SPC</p> <ul style="list-style-type: none"> • Lead the design, implementation, and in collaboration with the Monitoring, Evaluation, Knowledge Management and Communications Unit (MELKMC) - monitoring, evaluation and reporting of the PCA programme within HRSD and across SPC, in alignment with the SPC Social & Environmental (SER) Policy and the HRSD Business Plan. • Co-ordinate the SER Help Desk which is the forum through which SPC staff seek assistance on PCA. • Manage the direct reports for the PCA programme. 	<ul style="list-style-type: none"> • PCA programme is finalised and implemented within HRSD and across SPC. • Increased capacity amongst SPC staff to apply the PCA in their work. • Increase in the percentage of SPC projects, programmes and activities that apply the PCA, especially in external-facing projects, programmes and activities. • Tools and resources to support SPC staff apply the PCA in their work, especially in relation to external-facing projects, programmes and activities, are developed, considered helpful and used. • PCA is increasingly applied to policies and procedures relating to people and operations at SPC. • SER Help Desk is being used and considered an effective and efficient way of seeking assistance on PCA. • Evidence that the PCA has added value to the work of SPC. • SPC staff see value of PCA in their work. • PCA mainstreaming at SPC is aligned with the SPC SER Policy and the HRSD Business Plan. • Effective working relationship with direct reports and those working in close collaboration on PCA mainstreaming. • Direct reports are motivated and delivering on their work programmes effectively and efficiently.
<p>KRA#2 (30% weight) Strengthening the capacity of the HRSD team to deliver technical and capacity-building assistance to SPC members and stakeholders and SPC staff members</p> <ul style="list-style-type: none"> • Lead the design, implementation, and monitoring, evaluation and reporting of the programme to strengthen the capacity of HRSD staff to deliver technical and capacity-building assistance to SPC members and stakeholders and SPC staff. • Manage the direct reports for the capacity-building programme. 	<ul style="list-style-type: none"> • Capacity-building programme for HRSD is finalised and implemented by the division. • Increased capacity of HRSD staff to effectively deliver technical and capacity-building assistance to SPC members and stakeholders and SPC staff. • Tools and resources to support HRSD staff to effectively deliver technical and capacity-building assistance, are developed, considered helpful and used. • Effective working relationship with direct reports and those working in close collaboration on the capacity-building programme. • Direct reports are motivated and delivering on their work programmes effectively and efficiently.

<p>KRA#3 (10% weight) Supporting the HRSD Director in mobilising resources for the PCA and capacity-building programmes</p> <ul style="list-style-type: none"> • Maintain profiles of development partners or donors' priorities that invests on PCA. • In collaboration with the HRSD Senior Management Team, develop concept notes about PCA mainstreaming for funding considerations. 	<ul style="list-style-type: none"> • High quality funding proposals are prepared in a timely manner for the PCA and capacity-building programmes.
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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):

Mainstreaming of the PCA is a new and technically complex initiative for SPC. Many SPC staff do not see the value of incorporating PCA into their work. A key challenge will be to demonstrate to staff the value of applying the PCA and providing staff with the support they need (including training, mentoring, tools and resources) to be able to understand the PCA and effectively apply it to their work. Because the role will be working to mainstream the PCA across the various technical sectors (agriculture, fisheries, health, geoscience, etc) of SPC, a key challenge will be to provide staff with support which is tailored to their specific sector(s).

Because of its large size and number of roles, there is a wide spectrum of capabilities and a wide range of capacity-building needs across HRSD. A key challenge will be to provide tailored support to address the varying capabilities and capacity-building needs. Further, because a large number of staff are situated outside of Suva, Fiji, monitoring and assessing the impacts for them of the capacity-building support provided will be difficult.

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"> • Donor partners and funding agencies • International development agencies working in PCA (example, Danish Institute for Human Rights) 	<ul style="list-style-type: none"> • Informing, communicating and for cooperation / collaboration / partnerships purposes • Seeking funding for the PCA and capacity-building programmes
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • HRSD Director • HRSD Deputy Director • Manager – Programmes (Pacific Women Lead) • Senior Adviser – Social & Environmental Responsibility within the Climate Change & Environmental Sustainability Division • SPC Principal Strategic Lead – Pacific Women & Girls 	

<ul style="list-style-type: none"> • Direct reports • HRSD Team Leaders • HRSD Advisors and Officers • SPC / HRSD Finance and Admin staff • SPC Divisional Directors • SPC technical staff 	<ul style="list-style-type: none"> • Providing strategic advice • Providing technical assistance • Providing technical oversight and collaborating to facilitate effective work practices • Leading, supervising, mentoring and support, conflict resolution • Giving / receiving and informing • Gaining cooperation, influencing, negotiating • Collaboration in the implementation of activities • Influencing uptake of PCA
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Level of Delegation:

Routine Expenditure Budget: Up to Euro 100,000 annually.

Budget Sign off Authority without requiring approval from direct supervisor: 2.000 €

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Postgraduate degree in international development or in human rights, human rights law, law, capacity building, social science or other relevant subject area from a recognized university. 	<ul style="list-style-type: none"> • Qualifications in training, project / programme design, management. • Qualifications in Training of Trainers from an accredited institution.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years of combined experience in human rights and/or human rights-based approach and/or GEDSI and/or youth development work in the development space. • At least 7 years of combined experience in a similar position with complex multi-donor, multi-stakeholder, multi-disciplinary, and multi beneficiary projects. • Experience in or have transferable knowledge on mainstreaming human rights-based and/or GEDSI approaches. • Skilled in wide range of capacity-building and mainstreaming modalities. • Leading a multidisciplinary and cross- cultural team. 	<ul style="list-style-type: none"> • Demonstrated high level of emotional intelligence through work approaches / experience. • Pacific experience. • Good working knowledge of sectors that SPC works in.

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 human rights, human rights-based approach, GEDSI including youth development. • Team management. • Communication, coordination, report writing, and relationship building. • Ability to rapidly assimilate 'new' information. • Critical, robust and inclusive assessment of alternative strategies and options. • Adult education and learning (andragogy) principles, approaches and methods.
Advanced level	<ul style="list-style-type: none"> • Financial and results-based reporting requirements for SPC and for donor partners. • Familiarity with commitments to human rights, GEDSI at the national, regional and international levels. • Ethics, including implementation of 'Do no harm' principle. • Project and programme management.
Working knowledge	<ul style="list-style-type: none"> • Human rights laws and standards. • Strategic planning, monitoring, evaluation and learning. • Establishing and maintaining communities of learning, innovation and practice. • Resource mobilisation / project proposal and funding cycles, requirements of current and potential donor partners.
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies. • SPC sectoral work in agriculture, fisheries, geoscience, maritime, energy, disaster risk reduction and management, climate change adaption and mitigation, education assessment, public health, statistics for development. • Pacific cultures. • Development partners' work in the Pacific.

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.