



Pacific
Community

Communauté
du Pacifique

JOB DESCRIPTION

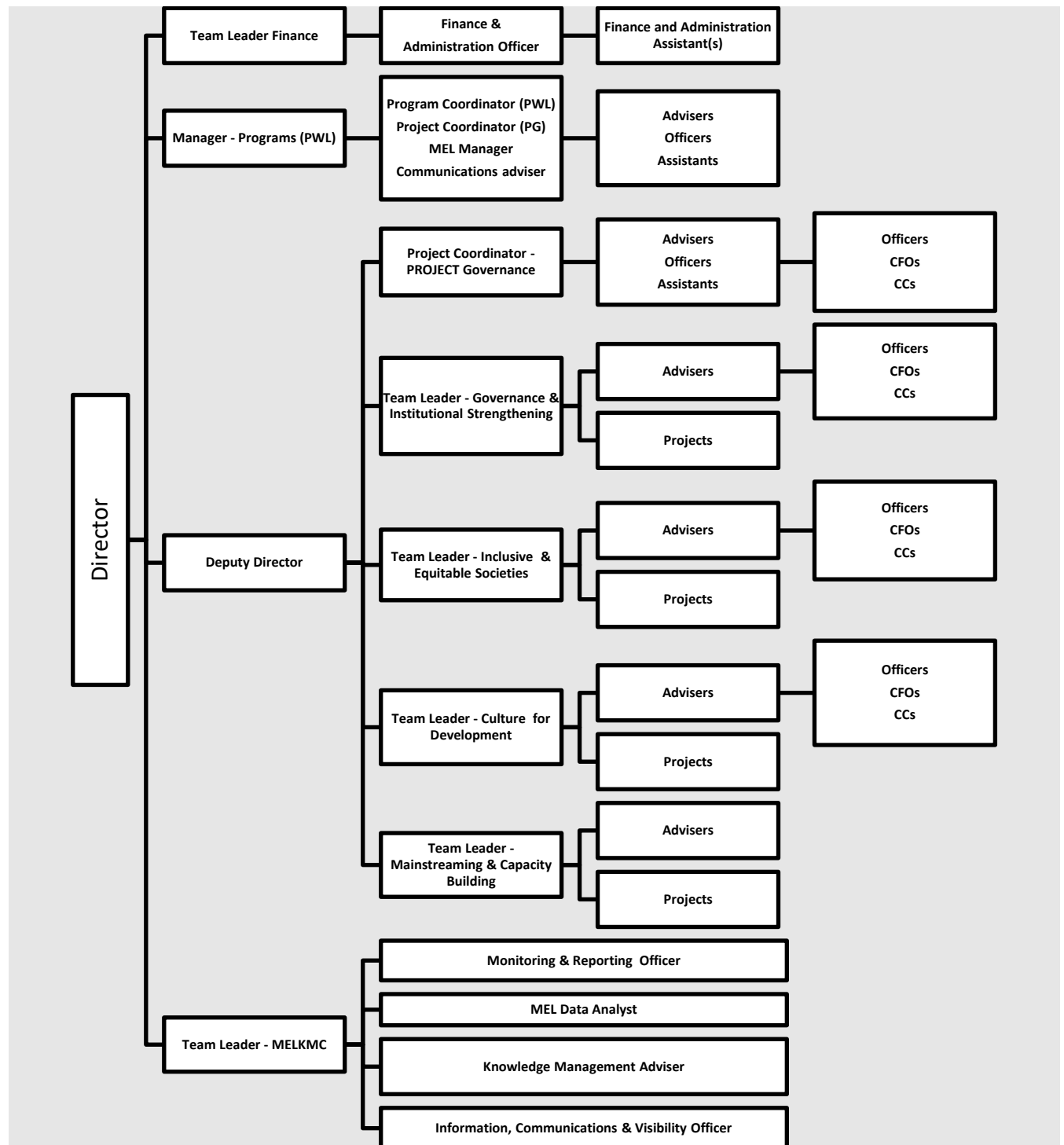
Job Title:	Deputy Director – Human Rights and Social Development
Division/Programme:	Human Rights and Social Development (HRSD)
Location:	Suva, Fiji
Reporting to:	Director HRSD
Number of Direct Reports:	5-7 Direct Reports (+20 in total)
Purpose of Role:	<p>The position will oversee the people, programmes and operations in the HRSD Division, covering the thematic areas of human rights, gender equality, disability and social inclusion (GEDSI), and culture for development. This involves: (a) providing high level leadership and management oversight; (b) ensuring technical and operational (including financial management) excellence across the thematic areas and functions of the programme; (c) ensuring integrated programming within and across HRSD and (as appropriate) HRSD and SPC; (d) ensuring effective planning, monitoring, evaluation and learning outcomes; and (e) supporting resource mobilisation.</p> <p>This role will report to the Director HRSD, work closely with the Manager – Programs (Pacific Women Lead) and oversee the Team Leaders, Thematic Leads, and the Programme Coordinators, to achieve the intentions and aspirations as articulated in the SPC Strategic Plan 2022 – 2031, the HRSD Business Plan and member country and regional priorities articulated through various strategies, frameworks and plans.</p>
Date:	September 2023

Organisational Context and Organisation Chart

SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the

effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

The Deputy Director HRSD will provide support/technical oversight to the Director and the HRSD team in achieving the strategic objectives of the division within the wider organizational context including coordination and communication with Directors and staff of other divisions in SPC.



Key Result Areas (KRAs):

The position of **Deputy Director – Human Rights and Social Development** will encompass the following Key Result Areas:

KRA 1: Leadership and management (35%)

KRA 2: Technical excellence of functions and outcomes of the portfolio (30%)

KRA 3: Resource Mobilisation and financial management (10%)

KRA 4: Planning, Monitoring, Evaluation and Learning (10%)

KRA 5: Integrated Programming (15%)

Jobholder is accountable for	<i>Jobholder is successful when</i>
<p>KRA 1: Leadership and Management</p> <ul style="list-style-type: none"> • Provide people leadership, engagement, and operational guidance to contribute to the effective delivery of all projects within the technical programme. • Design, implement and effectively deliver annual work plans and work plan reports for HRSD within budget and in accordance with established targets, results and outcomes. • Develop guidance tools to enhance the project management capacity of the technical programme. such as but not limited to communities of practice, participatory workshops, learning events, templates, implementation frameworks and strategies. • Provide supervision of project level reporting and reviews to ensure programme/project activities and budgets are executed in accordance with contractual requirements and approved budgets. • Ensuring that planning, monitoring, evaluation, reflection and learning (PMEL) activities and methods and are incorporated into project implementation and service delivery. • Work with Director and the HRSD team to ensure lessons learned from previous projects inform the plans of new projects/activities. • Support and develop HRSD staff through individual annual work plans, linked to the strategic outputs of the division. • Conduct and manage ongoing staff performance and evaluations in accordance with SPC HR policy and procedure. 	<ul style="list-style-type: none"> • High quality leadership, engagement and operational guidance provided to deliver projects within the programme. • Accurate, regular, and timely advice is provided to the Director. • Annual work plans and work plan reports are produced on time, within budget and in accordance with targets, results and outcomes. • Guidance tools developed to enhance the project management capacity of the technical programme. • High quality project level reporting and reviews provided. • Effective resolution of operational and technical problems is ensured. • Lessons learnt from previous project experiences are understood and included in the plans for new projects/activities. • Technical and programme staff roles and accountabilities are identified clearly, and team members are qualified, empowered, and confident to use their initiative within established frameworks, and work plans are linked to strategic outputs. • Staff appraisals and performance development management of staff is performed in accordance with SPC policies and procedures. • New staff with the appropriate skills and experience are recruited as necessary and effectively inducted into their departments and positions.

<ul style="list-style-type: none"> Recruit and retain new staff with appropriate level of skills and experience as necessary ensuring effective induction into their departments/programmes. Maintain an awareness and understanding of any SPC policies and procedures or changes to such to ensure that they are appropriately applied; change is understood, and concerns are addressed. 	<ul style="list-style-type: none"> SPC policies and procedures are understood and applied, and risks are managed as needed.
<p>KRA 2: Technical excellence of functions and outcomes of the Division</p> <ul style="list-style-type: none"> Provide technical leadership to develop the areas of technical programming. Lead, coordinate and facilitate multi-stakeholder consultative approaches and forums to develop, negotiate and later evaluate and reflect on strategic/programmatic areas of work including at a high level for regional and national priority areas. Drive awareness of this capability with members and donors ensuring regional coordination and collaboration. Develop and maintain an integrated divisional work programme that focuses on human rights, GDSI and culture for development priority areas of member countries and territories. Oversee and manage the outcomes of projects within the portfolio to deliver across the thematic and functional areas of HRSD. Ensure research services are coordinated, effective, forward looking and incorporated into project implementation and support technical teams. Provide oversight of the technical quality of all project/programme outputs and deliverables in HRSD. Use analysis to provide expert advice, briefings, and information products to senior government officials, SPC management, donor representatives and other stakeholders to inform the development, implementation and monitoring of human rights, GEDSI and culture for development activities. Facilitate access to expertise, and knowledge sharing within and between Pacific Island 	<ul style="list-style-type: none"> Technical leadership is provided to develop areas of focus. Consultative forums supported by HRSD are inclusive and allow for diverse voices to be heard. Members and donors have a good understanding of SPC's areas of thematic and functional programming under HRSD and is the first choice for donors – reflected in project funding received. An integrated programme and divisional work programme are developed and maintained. Successful outcomes achieved are reported across the thematic and functional areas. The division's research agenda is well formulated and communicated to relevant stakeholders. All HRSD outputs of a high technical quality and achieve the desired outcomes. High quality and informative briefings are provided to relevant senior government officials, SPC management, donor representatives and other stakeholders when required. Pacific-Pacific cooperation and knowledge sharing increases.

<p>countries and promote Pacific-Pacific cooperation.</p>	
<p>KRA 3: Resource Mobilisation and Financial Management</p> <ul style="list-style-type: none"> • Contribute to mobilisation initiatives with funding agencies and advocate for long-term funding support for the work of the division among the donor community. • Explore new work opportunities that align to new / emerging development priorities of PICTs. • Budget allocations within areas of responsibility are managed with appropriate costings in place; the strategic direction of budget allocations is consistent with Divisional priorities. • Work with the Director, Team Leader – Finance, Manager – Programmes (Pacific Women Lead) and other HRSD team members, to ensure budget development is accurate and budgets are executed, and that audit, risk, and procurement management are effectively managed. 	<ul style="list-style-type: none"> • Resources are mobilised to deliver the work of the division’s programme. • Budget allocations are aligned with programme’s strategic objectives and are well managed. • New opportunities are sought that align to emerging development priorities of PICTs.
<p>KRA 4: Planning, Monitoring, Evaluation and Learning</p> <ul style="list-style-type: none"> • Oversee the effective planning, monitoring, evaluation and learning of the HRSD work programme. • Lead, coordinate and facilitate multi-stakeholder consultative approaches and forums to plan, monitor, evaluation and learn from and reflect on the implementation of the HRSD work programme. 	<ul style="list-style-type: none"> • Planning, monitoring, evaluation and learning are carried out in accordance with the endorsed PMEL plan for HRSD. • Members, stakeholders, donors and implementing agencies are active contributors to the planning, monitoring, evaluation and planning of HRSD using multiple strategies encouraging sharing of challenges and successes.
<p>KRA 5: Integrated Programming</p> <ul style="list-style-type: none"> • Contribute to a culture of collaboration, integrated programming, and shared success. • Learn from SPC ‘good practices’ to define programming approaches for the design, implementation and evaluation of programmes and projects that will contribute to long term development impact in the region. • Investigate research and evaluate ‘good practise’ business processes to enable an integrated programming approach. 	<ul style="list-style-type: none"> • Integrated programming is planned and utilised to ensure effective delivery of sustainable development to PICTs is achieved. • Transparency and visibility of integrated programming approach. • Research is conducted to evaluate ‘good practise’ business processes to enable integrated programming approach. • Support and promote workshops, learning events on programming policies is provided.

<ul style="list-style-type: none"> • Support and promote communities of practice, participatory workshops, learning events on programming policies to absorb the programming design approach into all potential opportunities across the technical programme. • Work with the HRSD team and relevant SPC teams to monitor and evaluate division reviews, programmes and projects to establish the value and potential improvements, moving forward. • Create and facilitate learning spaces around programming through learning events to support integrated programming across the technical programme. • Collaborate with the other technical programmes within the division and across SPC to ensure approach to programming is in accordance with SPC policy and procedure. 	
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The performance requirements of the Key Result Areas are broadly described below

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):

<ul style="list-style-type: none"> • This has a role a wide remit of technical, operational and managerial accountabilities along with high-level policy/strategic advice and planning work. • The position holder must be versatile and flexible in addition to having experience in motivating staff to operate with and support an integrated programming approach. • Manage and provide technical leadership for a complex, changing large and diverse range of programmes driving and facilitating cross cutting services in the division. • Managing competing demands of member countries and team workloads against timelines, all of which may be at odds with one another. • Negotiating the political, social, and cultural sensitivities of the various stakeholder groups in provision of services to member countries from a regional perspective. • Working effectively and efficiently within budget to deliver high quality services and finding ways to reduce costs and/or increase resources. • Making decisions on project or programme direction and resource management that have long-term implications for the division and the technical programme.
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External:</p> <ul style="list-style-type: none"> ▪ SPC Member Countries – at various levels including Ministerial ▪ PICT governments and other national stakeholders ▪ CROP Agencies ▪ Regional and International Partners ▪ Consultants ▪ Donor representatives based both in Suva and overseas 	<ul style="list-style-type: none"> ▪ Providing Strategic sectoral advice to member countries and territories ▪ Developing strong and supportive networks ▪ Supporting the public sector across a range of Ministries within member PICTs ▪ Provision of policy advice ▪ Principal focal point for development partner interaction, resource mobilisation and allocation in the delivery of services
<p>Internal:</p> <ul style="list-style-type: none"> ▪ Divisional Director – HRSD ▪ Programme Manager – Pacific Women Lead ▪ Team Leaders and Thematic Leads ▪ Programme Coordinators ▪ Other Divisional Directors and teams across SPC related scientific and programmatic areas of alignment across SPC ▪ Corporate and Support Services 	<ul style="list-style-type: none"> ▪ Providing strategic and technical advice as pertains to the functional area of technical Programming. Advising and reporting on activities and work programmes. ▪ Providing technical oversight and collaborating to facilitate new work practices ▪ Consulting and collaborating on integrated programming across the scientific function areas. ▪ Coordination and communication. ▪ Collaborating and facilitating integrated approaches to programmes and projects to best meet the requirements of donors and member PICTs.

Level of Delegation:

Routine Expenditure Budget:

Manages annual budget totalling up to € 7 million.

Budget Sign off Authority without requiring approval from direct supervisor:

Can authorise up to € 45,000 of costs in own budget.

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"> • Master’s degree from a recognised institution (and/or equivalent work experience) in a discipline relevant to project/programme management, PMEL, human rights, GEDSI and/or culture. 	<ul style="list-style-type: none"> • Experience in one or more of the areas of HRSD focus. • Management qualifications.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 15 years in a public sector or development leadership and/or management position ideally in the Pacific Islands region • Demonstrated experience in relationship building and working with a wide variety of donors and development partners with awareness of their policies and procedures. • Proven history of successfully building and leading multi-disciplinary teams, including people of different national and cultural backgrounds, and demonstrated ability to manage professional, technical, and program support staff in a team environment, ensuring everyone’s role contributes to successful team outputs. • Demonstrated ability to lead strategically with a solid understanding of Programme Management. • Demonstrated experience of leading and coordinating high level strategic consultation processes for regional positioning across a relevant sectoral agenda. • Proven ability to influence work collegially and in partnership with stakeholders and internal partners towards an agreed outcome. • Demonstrated skills and experience in continuous improvement and facilitating innovation across teams. • High –level verbal and written communication skills and the capacity to represent SPC at regional and international forums. • Proven ability in project design, management, and reporting. • Ability to work constructively to resolve issues, concerns, or differences of opinion. 	<ul style="list-style-type: none"> • Practical work experience in a developing country environment preferably in the Pacific Island Region. • Strong knowledge and understanding of technical and financial development partners operating in the Pacific within the education sector.

Demonstrated skills and experience in continuous improvement and facilitating innovation across teams.	
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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"> • Credibility in the relevant technical field • Good management disciplines • Stakeholder engagement and communication • Sound technical advice • Able to think strategically and apply operationally
Advanced level	<ul style="list-style-type: none"> • Integrated management • Sound project management • Risk management • Prioritising and task coordination • Efficient utilisation of project resources • Adaptable to change
Working Knowledge	<ul style="list-style-type: none"> • Sound analytical and organisational skills • Monitoring and evaluation of project activities • Knowledge of corporate affairs • Good leadership, interpersonal and communication skills • A high level of computer literacy
Awareness	<ul style="list-style-type: none"> • SPC policies and procedures • Effective in multidisciplinary, cross-cultural environment • Stakeholder awareness • Confidentiality of information

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

- Ability to think strategically and translate this into operational practices

- Strong People Leadership Capability with an ability to handle conflict situations between staff
- Ability to work collaboratively and innovatively towards achieving common goals
- Excellent motivation skills
- Adaptable to change
- Respect for SPC corporate values
- Resilience

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.