



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

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| Job Title: | Gender Equality, Disability and Social Inclusion (GEDSI) Adviser |
| Division/Programme and Section/Project (if any): | Land Resource Division (LRD) |
| Location: | Suva, Fiji |
| Reporting to: | Operations Manager at the SPC Land Resources Division (LRD) with matrix reporting to the Team Leader – Mainstreaming and Capacity Building at the SPC Human Rights & Social Development Division (HRSD). |
| Number of Direct Reports: | 0 |
| Purpose of Role: | <p>SPC’s people-centered approach (PCA) places people in all their diversity at the heart of SPC’s project and programme planning, implementation, and monitoring and reporting. The PCA at SPC encompasses of four elements:</p> <ul style="list-style-type: none">(a) human rights.(b) gender equality.(c) social inclusion with a focus on youth, disability inclusion and people of diverse sexual orientation, gender identity, gender expressions and sex characteristics (SOGIESC); and(d) positive expressions of Pacific culture. <p>The GEDSI Adviser is responsible for mainstreaming the gender equality and social inclusion components of the PCA across LRD’s projects and programmes. The GEDSI Adviser will also work closely with HRSD and the PCA community of practice at SPC in contributing to the mainstreaming of the other elements of the PCA, being human rights and positive expressions of culture, across LRD’s projects and programmes, including the SPC Food Systems Flagship.</p> |
| Date: | April 2024 |

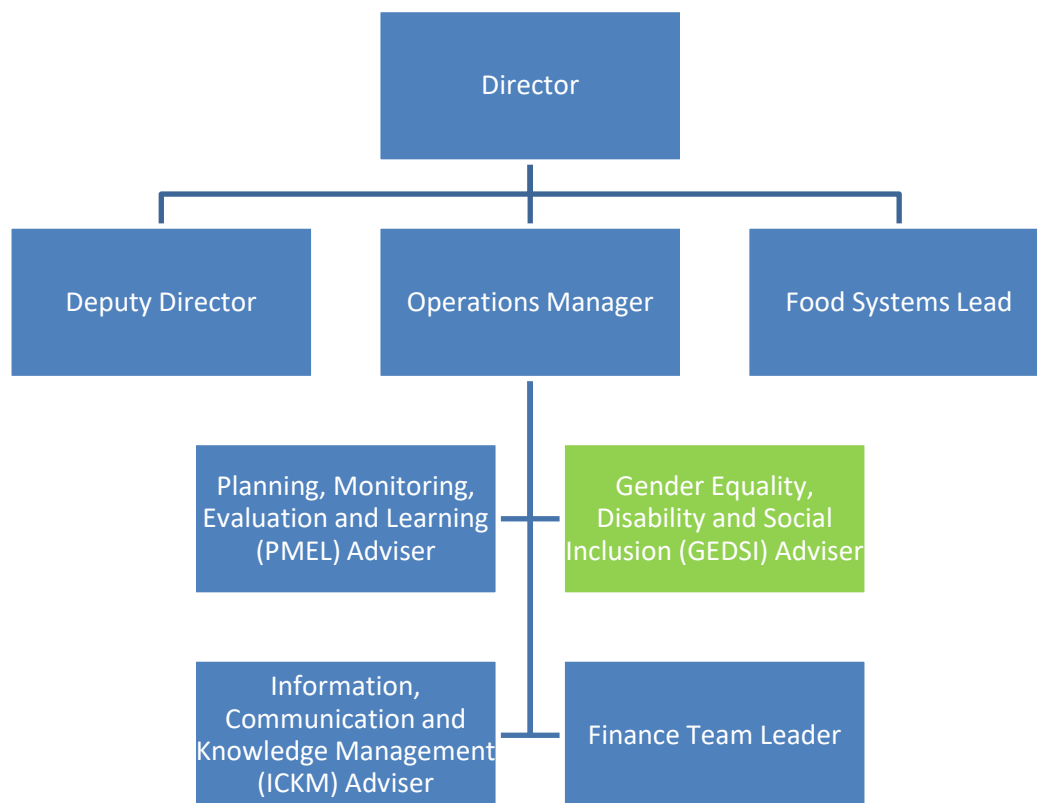
Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting sustainable development since 1947. It is an international development organization owned and governed by our 27 country and territory members. We work for the well-being of Pacific peoples through the effective and innovative applications of science and knowledge, guided by a deep understanding of Pacific Island context and cultures. (www.spc.int)

The SPC Land Resources Division (LRD) provides expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities (lrd.spc.int/). This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC’s development goals. LRD’s integrated programming connects the pillars and its wider alliance within SPC divisions, delivering a holistic programme of work for Pacific lands that meets the SPC vision of a region of peace, harmony, security, social inclusion, and prosperity so that all people can lead healthy and productive lives.

The GEDSI Adviser will focus on mainstreaming gender equality and social inclusion (focus on youth, disability inclusion and people of SOGIESC) into the LRD’s agriculture and forestry sector work programmes. The GESI Adviser will report to the Operations Manager of LRD, with matrix reporting to the Team Leader – Mainstreaming and Capacity Building at the SPC Human Rights & Social Development (HRSD) Division. The GEDSI Adviser will work closely with the PCA community of practice at SPC in contributing to the mainstreaming of the other elements of the PCA, being human rights and positive expressions of culture, across LRD’s projects and programmes, including the Pacific Food Systems Flagship. This is a key role which will be part of the LRD’s senior advisory services.

The PCA is the application of the social component of the SPC Social and Environmental Responsibility (SER) Policy. The mainstreaming of the PCA is led by HRSD. The application of the environmental component of the SER Policy is led by the Climate Change & Environmental Sustainability (CCES) Division of SPC.



Key Result Areas (KRAs):

KRA 1: Lead the mainstreaming of gender equality and social inclusion within LRD, SPC member countries and territories, and LRD project and programme partners and beneficiaries, including the SPC Food Systems Flagship – **50%**.

KRA 2: Support HRSD and the PCA community of practice at SPC to mainstream the other elements of the PCA being human rights and positive expressions of Pacific culture within LRD, SPC member countries and territories, and LRD project and programme partners and beneficiaries, including the SPC Food Systems Flagship – **20%**.

KRA 3: Contribute to the delivery of corporate and programme enabling services through the enhancement of structures, processes, systems / tools that ensure PCA principles and intent are well understood and applied – **15%**.

KRA 4: Support programme / project development and resource mobilisation through the provision of effective PCA mainstreaming guidance and advice – **15%**.

The performance requirements of the KRAs are broadly described below:

| Jobholder is accountable for: | Jobholder is successful when |
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| <p>KRA 1: Lead the mainstreaming of gender equality, disability and social inclusion (GEDSI) within LRD, SPC member countries and territories, and LRD project and programme partners and beneficiaries, including the SPC Food Systems Flagship.</p> <ul style="list-style-type: none"> • In collaboration with the SPC- PCA community of practice undertake GEDSI analysis of the current and planned programs, projects, plans, operations, monitoring, evaluation and learning, knowledge management and communication (MELKMC) of LRD to identify actions needed to strengthen GEDSI across all aspects of LRD’s work. • In collaboration with the SPC -PCA community of practice undertake a GEDSI analysis of the agriculture and forestry strategic plans and policies in selected SPC member countries to identify actions needed to strengthen GEDSI. • Collaborate with the SPC- PCA community of practice, to develop and deliver GESI technical assistance and capacity building for the LRD staff, the SPC Food System Flagship, LRD agriculture and forestry stakeholders and beneficiaries in selected SPC members) to strengthen the mainstreaming of GEDSI. • In partnership with the SPC PCA community of practice continuously review and adapt GEDSI capacity building and skills development materials and tools based on sector developments, reflections and learning experiences. • Conduct quarterly learning events raising awareness about GEDSI as a component of PCA in LRD’s context for the Division and external stakeholders. | <ul style="list-style-type: none"> • An LRD GEDSI analysis of current and planned programs, projects, plans, operation and MELKMC is completed, and an LRD GESI analysis report is developed identifying actions needed to strengthen GESI across all aspects of LRD’s work. • An GEDSI analysis of selected SPC member countries’ agriculture and forestry strategic plans and policies is completed and a report is developed identifying clear actions to be taken to strengthen GESI in the agriculture and forestry strategic plans and policies. • Quality and timely GEDSI technical assistance and capacity building are provided to LRD staff, SPC staff engages in the food system flagship, LRD agriculture and forestry stakeholders. • GEDSI capacity building and skills development materials and tools are developed and current. • Learning events on GEDSI as a component of PCA in LRD’s context are conducted quarterly and accompanied with positive feedback. • A coordinated and collaborative approach is maintained between LRD division and the SPC gender flagship. • Timely advise are provided to the Food system flagship to incorporate PCA principles and intent into the planning and reporting. |

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| <ul style="list-style-type: none"> • Ensure strong linkages to the SPC Gender Flagship and the Division is kept abreast of progress and developments. • Provide advisory services to the Food Systems Flagship where required to ensure PCA principles and intent are inclusive in planning and reporting. | |
| <p>KRA 2: Support HRSD and the PCA community of practice at SPC to mainstream the other elements of the PCA being human rights and positive expressions of Pacific culture within LRD, SPC member countries and territories, and LRD project and programme partners and beneficiaries, including the SPC Food Systems Flagship</p> <ul style="list-style-type: none"> • In collaboration with HRSD and the SPC-PCA community of practice undertake a human rights and positive expressions of Pacific culture analysis of the current and planned programs, projects, plans, operations, MELKMC of LRD to identify actions needed to strengthen human rights and positive expressions of Pacific culture across all aspects of LRD’s work. • In partnership with the SPC-PCA community of practice undertake an analysis of agriculture and forestry strategic plans and policies under the lens of human rights and positive expressions of Pacific culture for selected SPC member countries to identify actions needed to strengthen human rights and positive expressions of Pacific culture in the agriculture and forestry strategic plans and policies. • Collaborate with the SPC- PCA community of practice, to develop and deliver human rights and positive expression of Pacific culture technical assistance and capacity building for the LRD staff, staff engages in the SPC Food System Flagship, LRD agriculture and forestry stakeholders and beneficiaries. • In partnership with the SPC PCA community of practice continuously review and adapt human rights and positive expression of Pacific culture capacity building and skills development materials and tools based on sector developments, reflections and learning experiences. | <ul style="list-style-type: none"> • An LRD human rights-based approach and positive expression of Pacific culture analysis of the current and planned programs, projects, plans, operation, MELKMC is completed, and an LRD human rights and positive expression of Pacific culture analysis report is developed documenting the actions needed to strengthen human rights and positive expression of Pacific culture across all aspects of LRD’s work. • An LRD human rights-based approach and positive expression of Pacific culture analysis of selected SPC member countries’ agriculture and forestry strategic plans and policies is completed, and a report is developed identifying clear actions to be taken to strengthen human rights and positive expression of Pacific culture in the agriculture and forestry strategic plans and policies. • LRD staff, SPC staff engages in the food system, LRD agriculture and forestry stakeholders and beneficiaries demonstrated an increased in knowledge and application of human rights and positive expression of Pacific culture which is evident by capacity building evaluation data and positive feedback received from technical assistance. • Quality and timely human rights and positive expression of Pacific culture technical assistance and capacity building are provided to LRD staff, SPC staff engages in the food system flagship, LRD agriculture and forestry stakeholders. • Human rights and positive expressions of Pacific culture capacity building and skills development materials and tools are developed and current |
| <p>KRA 3: Contribute to the delivery of corporate and programme enabling services through the enhancement of structures, processes, systems / tools that ensure PCA principles and intent are well understood and applied</p> <ul style="list-style-type: none"> • Ensure that new concept notes and project/program proposals have integrated PCA principles and concepts relevant to the agriculture and forestry sector. | <ul style="list-style-type: none"> • PCA principles and intent relevant to the agriculture and forestry sector are well integrated into LRD’s concept note and project/program proposals. |

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| <ul style="list-style-type: none"> • Support the Planning, Monitoring, Evaluation and Learning (PMEL) Adviser on monitoring, evaluation and learning initiatives to ensure linkages to the PCA. • Contribute to the review and design of the new LRD Business Plan to ensure that PCA is applied and prominent in appropriate context. • Work closely with the Information, Communication and Knowledge Management (ICKM) Adviser to ensure that all PCA knowledge products are prepared, informative and widely disseminated. • Work closely with the LRD Operational Advisory team to ensure that quality assurance processes with regards to internal/external project reporting, PMEL (planning, monitoring, evaluation, and learning) processes, communications and knowledge management are aligned and inclusive of people centered language and indicators. • Divisional reporting to Strategic Planning and Learning requirements, (SPL) development partners and member countries well represent PCA indicators and progress where relevant. • Engage on behalf of LRD in relevant working groups including communities of practice, task forces and other technical committees that focus on PCA. | <p>LRD PMEL initiatives contained PCA outputs, outcomes, and indicators.</p> <ul style="list-style-type: none"> • LRD business plan contained PCA components in its objectives, activity plan and MEL framework. • LRD – PCA knowledge products are well prepared, informative and distribute widely. • Inclusive and people centered quality assurance processes are establish and implemented by the LRD Operational Advisory team with regards to internal/external project reporting, PMEL and ICKM. PCA indicators well represented in divisional reports to SPL, development partners and member countries. <p>LRD’s representation in PCA working groups, community of practices, task force and other technical committees is well represented and recognized.</p> |
| <p>KRA 4: Support programme / project development and resource mobilisation through the provision of effective PCA mainstreaming guidance and advice</p> <ul style="list-style-type: none"> • Ensure that new concept notes and project/program proposals have integrated appropriate PCA relevant to the agriculture and forestry context. • Ensure donors and development partners priorities, global and regional undertakings/commitments on PCA are well understood and information is workshopped with LRD management and relevant internal/external stakeholders to support resource mobilization efforts. • Lead the coordination of stakeholder engagement and networking efforts to advance divisional objectives at national, regional, and institutional levels. New funding opportunities within the PCA agriculture and forestry space are explored and shared with LRD management. | <ul style="list-style-type: none"> • All Project concept notes/proposals incorporated PCA concepts and practices and are cleared by the PCA desk in a timely manner. • Donors and development partner’s priorities, global and regional undertaking/ commitments on PCA are well understood by LRD management and relevant internal/external stakeholders and are used to support resource mobilization efforts. • Stakeholder engagement and network is promoted at the national, regional, and institutional levels to advance the divisional objectives. • New funding opportunities are identified within the PCA agriculture and forestry space, and the LRD management is informed. |

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):

- Developing and adapting training and capacity building materials and toolkits on generic PCA topics into the programmatic pillars of LRD’s work or the sector of agriculture and forestry.
- Ensuring that all activities and actions are grounded in Pacific values and principles, and people centered approaches.
- Managing work plan deliverables.
- Providing technical advice and support for member countries senior government officials and other leaders to advance PCA tailored to the agriculture and forestry sector(s).
- Continually adapting work delivery to respond to current and emerging PCA themes tailored to the sector of agriculture and forestry.
- Communicating complex PCA, concepts to influence a wide range of audiences.

Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
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| <p>External</p> <ul style="list-style-type: none"> • PICTs focal points (Agriculture and forestry heads’ level and lower) including Civil Society Organizations. • Funding and development partners • Other regional and international agencies • Consultants • Technical Working Groups on Agriculture, forestry, Food systems and other related sectoral mechanisms. • Private Sector Organizations. • Researchers/academics. • Private contractors and consultants | <ul style="list-style-type: none"> • Responding to requests for information, technical assistance, and support • Reporting on (activity/outcome and financial) and participation on various committees and working groups • Coordination and delivery of work programme, including technical assistance. • , influencing, and securing cooperation and collaboration • Engaging in communities of learning, information, and practice • Representing SPC |
| <p>Internal</p> <ul style="list-style-type: none"> • Director, Deputy Director, Team leaders and Program staff of LRD. • HRSD Director, team leader mainstreaming and capacity building, team leader culture for development and human rights, GEDSI and culture Advisers. • SPC Directors and staff – Human Resources Manager, OMD, Strategic Planning & Learning, and SPC Technical Divisions. • SPC food systems Program Lead • SPC Food Systems taskforce members including LRD, FAME, GEM, PHD, SDD and CCES | <ul style="list-style-type: none"> • Reporting (activity/outcome and financial) Programme delivery against outcomes • Finance, MEL, results reporting. • Supporting coordination and collaboration for mainstreaming GEDSI, human rights and positive expression of culture into the agriculture. |

Level of Delegation:

Overall Operational Budget managed by the role: 150,000 EUR per annum
Budget Sign off Authority without requiring approval from direct supervisor: 50 EUR

Personal Specification:

Qualifications

| Essential: | Desirable: |
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| <ul style="list-style-type: none">A post graduate qualification in social science, human rights, law, social policy, international relations, or other relevant area | <ul style="list-style-type: none">Master's level qualificationDiploma or certificate courses in project management and/or adult educationSpecific training qualification on human rights, gender, social inclusion and youth development, and pacific cultures in |

Knowledge/Experience

| Essential: | Desirable: |
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| <ul style="list-style-type: none">At least 10 years of working experience in the field of human rights, gender equality and social inclusion, Pacific culture with at least 5 years of working in the Pacific.Experience in mainstreaming human rights-based, gender and social inclusion, positive expression of Pacific culture approaches in agriculture and forestry.Proven track record in quality programming, developing, delivering, and reporting against work plans.Experience developing capacity building resources and delivering sessions for diverse government and non-government audiences.Excellent communication and experience working in a multi-disciplinary and cross-cultural team.Strong interpersonal skills and an ability to work with and influence a wide range of individuals from different backgrounds.Ability to translate text-heavy documents or information into user-friendly materials for a wide range of audiences.Excellent written and oral communication skills in English, with strong writing ability at a donor project reporting level.Familiarity with donor human rights and GEDSI requirements | <ul style="list-style-type: none">Knowledge of, or experience in Pacific agriculture and forestry mechanism and processes.Working with teams located remotely.Demonstrated high level of emotional intelligence through work approaches.Conducting research, including participatory research and mixed methods.Organizing and convening bi-lingual regional, sub-regional and national eventsWorking with and engaging consultants.Knowledge of the mandates of CROP and UN agencies, development partners, NGOs, civil society organizations in PICTs regarding agriculture, plant genetic resources, market for livelihood and forestry sector.Understanding of ethical guidelines in programme/project management and implementation. |

Key Skills/Attributes/Job Specific Competencies

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

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| Expert level | <ul style="list-style-type: none"> • Proven experience delivering human rights, gender, social inclusion, positive expression of Pacific culture into the agriculture, plant genetic resources, market for livelihood and forestry. • Applied knowledge of national, regional and international human rights, GEDSI and positive expression of Pacific culture frameworks and development challenges in the Pacific within national government machinery or within a CROP agency in regard to agriculture and forestry sector. |
| Advanced level | <ul style="list-style-type: none"> • Proven experience of working with multi-stakeholders and respectful of cultural, political, and religious sensitivities. • Integration of human rights, GEDSI across and positive expression of Pacific culture into development sectors. • Training and capacity building skills. • Ability to influence without direct authority. • 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 and land resource work in the region. • Resource mobilization. |

Key Behaviors

*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
- Coaching and Development
- Strategic Perspective

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.