



JOB DESCRIPTION

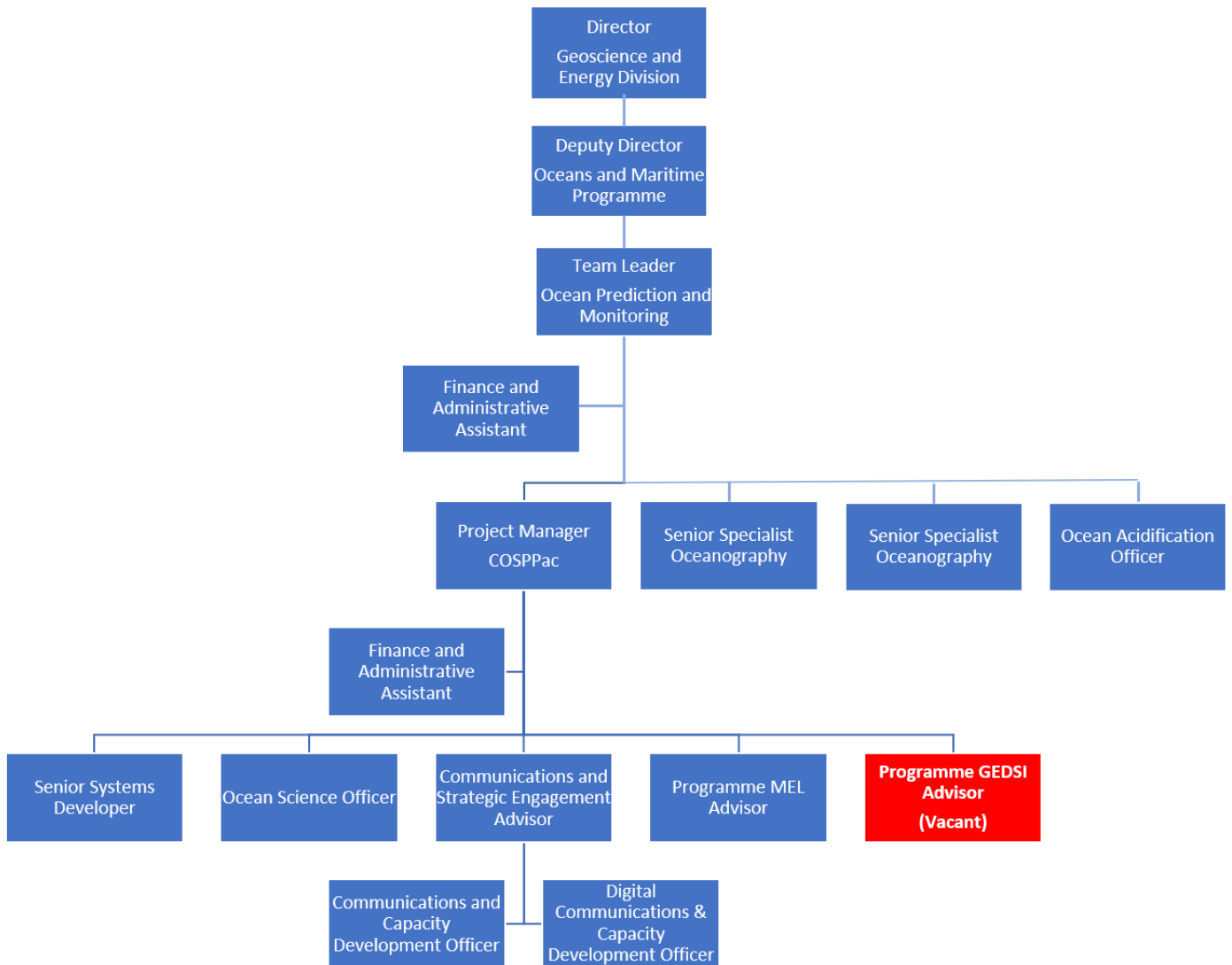
Job Title:	Gender Equality Disability and Social Inclusion (GEDSI) Adviser
Division/Programme and Section/Project (if any):	GEM/OMP/COSPPac
Location:	Suva, Fiji.
Reporting to:	Project Manager COSPPac
Number of Direct Reports:	Nil
Purpose of Role:	<p>The Gender Equality, Disability and Social Inclusion (GEDSI) Adviser will be a key member of the Climate and Oceans Support Programme in the Pacific (COSPPac) and will be responsible for the mainstreaming of GEDSI across COSPPac including coordination, advise, implementation, capacity building and reporting.</p> <p>This is a specialist technical position that will work across COSPPac partners and national counterparts in developing a GEDSI strategy and ensuring effective implementation of the strategy. The role is seeking a professional with cross functional and technical competencies and strong advocacy strategy skills. Engagement and partnership capabilities with Government, Civil Society, and Intergovernmental agencies is required.</p>
Date:	<i>February 2024</i>

Organizational Context and Organization Chart

The Geosciences, Energy and Maritime (GEM) Division of SPC is comprised of comprises four main three programme areas and one Programming Performance and Systems Unit. The three programmes are: i) Oceans and Maritime; ii) Georesources and Energy; and iii) Disaster and Community Resilience, and iv) Earth and Ocean Observation Services. The Oceans and Maritime Programme is organised to respond to SPC members' needs in three focus areas – Policy and Governance; Technical Assessment and Data Management; and Capacity Building and Gender. The Oceans and maritime Programme has a holistic approach in the three areas to successfully assist SPC members towards achieving four main outcomes: i) Good Oceans and Maritime Governance; ii) Sustainable Maritime Transport and Safe Navigation; iii) Strengthened Ocean and Coastal Monitoring and Prediction Services; and iv) Improved Ocean Literacy and Maritime Capacity.

The Climate and Oceans Support Programme in the Pacific Phase 3 (COSPPac3) is supported by the Government of Australia and New Zealand. COSPPac has entered a third phase of four years (2023-2027) and builds on Australia's long-term support for core climate information services across the Pacific, ensuring the continued development of valued products and services for optimum impact for Pacific Island governments and communities. COSPPac3 is implemented by the Australian Bureau of Meteorology (the Bureau), in partnership

with Geoscience Australia (GA), the New Zealand National Institute of Water and Atmospheric Research Limited (NIWA), the Pacific Community (SPC), and the Secretariat of the Pacific Regional Environment Programme (SPREP).



Key Result Areas (KRAs):

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 Mainstream GEDSI in Programme-wide Activities (40%)</p> <ul style="list-style-type: none"> Lead the development and implementation of a comprehensive Gender Equality, Disability, and Social Inclusion (GEDSI) strategy aligned with organizational and donor goals and values. Conduct thorough assessments to identify existing gaps and opportunities for promoting GEDSI within programme activities. Collaborate with stakeholders to design 	<ul style="list-style-type: none"> Develop work plan which outlines the specific interventions to be provided by the GEDSI Adviser to strengthen technical, leadership and organizational capabilities to deliver effective GEDSI outcomes. Organizational and donor goals and values are reflected in the GEDSI strategy. Timeliness of strategy development and implementation milestones achieved. Alignment between the GEDSI strategy and program outcomes Assessment findings are effectively utilized in

<p>targeted interventions and initiatives that address specific GEDSI challenges and priorities.</p> <ul style="list-style-type: none"> • Integrate GEDSI principles into all aspects of program design, implementation, and evaluation. • Work closely with program teams to ensure that gender equality, disability inclusion, and social inclusion are mainstreamed across communication strategies, planning processes, and product development. • Provide technical guidance and support to program staff on conducting gender analysis and integrating GEDSI considerations into their work. • Ensure MEL frameworks incorporate GEDSI indicators and metrics to measure progress and ensure inclusivity. • Collect, analyse, and disaggregate program data by sex, age, and disability status to track outcomes and identify areas for improvement. • Support the strengthening of leadership, technical, and organizational capabilities in gender transformative and social inclusion strategies within COSPPac partner countries. • Strengthen staff and partner capacity to apply a GEDSI lens when developing project proposals and budgets to ensure activities are responsive and transformative. • Support and provide guidance to OPM team in enhancing GEDSI integration within the respective work areas. 	<p>informing GEDSI interventions and initiatives, and targeted interventions and initiatives are designed and implemented.</p> <ul style="list-style-type: none"> • Integration of GEDSI principles into program workplan, implementation, and evaluation. • Consistency of GEDSI mainstreaming across communication strategies, planning processes, and product development. • Evidence of improved outcomes resulting from GEDSI integration. • Assist MEL Adviser to improve gender and social inclusion data management systems to ensure capture of critical GEDSI data required for MEL and reporting purposes. • Number of GEDSI indicators incorporated into MEL frameworks. • Quality and comprehensiveness of MEL frameworks in capturing GEDSI-related outcomes and impacts. • Use of GEDSI data in decision-making and program adaptation
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<p>KRA#2 Capacity Building and Knowledge Management (30%)</p> <ul style="list-style-type: none"> • Establish and support a network of gender focal points within the programme to champion gender equality initiatives and drive institutional change. • Design and deliver comprehensive gender training sessions for program staff to enhance their understanding of gender issues and equip them with practical tools for mainstreaming gender equality. • Build the capacity of programme staff to mainstreamed gender into the various training materials within the programme. • Collaborate with external partners and experts to facilitate specialized training sessions on disability inclusion and social inclusion as needed. • Develop and implement comprehensive capacity building initiatives to strengthen the knowledge and skills of staff, partners, and stakeholders on gender equality, disability inclusion, and social inclusion. • Design tailored training programs, workshops, and learning materials to address specific capacity gaps and build awareness of GEDSI issues. • Monitor and evaluate the effectiveness of capacity building activities through pre-and post-training assessments, feedback mechanisms, and follow-up support to ensure sustained learning and application of knowledge. • Establish and maintain a knowledge management system to capture, document, and disseminate best practices, lessons learned, and evidence-based research on gender equality, disability inclusion, and social inclusion. • Compile and analyse data, case studies, and success stories to generate evidence and inform decision-making, policy development, and programmatic interventions. • Facilitate learning exchanges, communities of practice, and peer-to-peer networks to facilitate cross-learning and collaboration among stakeholders working on GEDSI issues regionally and globally. • Conduct training of trainers and provide mentoring where needed. 	<ul style="list-style-type: none"> • Provide targeted skills development and mentoring support in gender analysis and GEDSI mainstreaming are provided to identified partners and stakeholder organizations, as per agreed work plan(s), and carry out regular monitoring and evaluation activities to assess changes in GEDSI knowledge, skills, and practice. • Systems for implementing, tracking, and reporting on gender mainstreaming and social inclusion are strengthened. • GEDSI focal points are established and their impact on organizational change is evident. • GEDSI training sessions delivered, and their effectiveness is measured. • Specialized training sessions on disability and social inclusion is integrated. • Evidence of Increased knowledge and skills on GEDSI • Tailored training programs and their impact on awareness is delivered and measured. • Assessment of learning outcomes and feedback mechanisms are incorporated. • Implementation and utilization of knowledge management systems • Compilation and analysis of data for advocacy • Effective participation in learning networks and collaboration including the SPC GEDSI community of practice. • COSPPac staff are well trained on GEDSI for integration in the delivery of relevant trainings. • Gender is mainstreamed across COSPPac training activities.
<p>KRA#3 Coordination, Stakeholder Engagement and Awareness (30%)</p> <ul style="list-style-type: none"> • Lead coordination efforts within COSPPac to ensure alignment and coherence of GEDSI 	<ul style="list-style-type: none"> • Timely completion of GEDSI activities across programmatic areas, national counterparts, and partner organizations. • Level of alignment and coherence achieved in GEDSI activities.

<p>activities across programmatic areas, departments, and partner organizations.</p> <ul style="list-style-type: none"> • Establish and chair GEDSI coordination mechanisms, such as working groups, task forces to facilitate collaboration, information sharing, and joint decision-making. • Coordinate with relevant stakeholders to integrate GEDSI considerations into project planning, implementation, monitoring, and evaluation processes. • Promote a culture of learning and reflection by facilitating knowledge sharing sessions, disseminating good practices, and documenting lessons learned on GEDSI across countries and regions. • Support and co-develop communications materials to raise awareness and for programme advocacies. • Provide technical assistance to support strengthened partnerships for gender equality between key stakeholders. 	<ul style="list-style-type: none"> • Provision of technical assistance to support strengthened partnerships for gender equality between key stakeholders. • Evidence of improved collaboration and joint decision-making among stakeholders. • Establishment and functioning of GEDSI coordination mechanisms (e.g., working groups, task forces). • Participation and engagement of relevant stakeholders in coordination mechanisms. • Effectiveness of coordination mechanisms in facilitating collaboration and information sharing. • Feedback from stakeholders on the effectiveness of GEDSI integration efforts • Development and dissemination of communications materials to raise awareness and advocate for GEDSI. • Level of engagement and support from stakeholders in communication and advocacy efforts.
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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):

- Assist in the coordination of effective delivery of programme activities in different work cultural environments.
- Working with a diverse set of stakeholders with varying degrees of understanding and support of gender equality and social inclusion is the main difficulty.
- Maintaining effective and open communication and coordination across the programme and programme partners and stakeholders
- Ensuring that all activities and actions are grounded in Pacific values and principles, and people centered approaches that reinforce values of GEDSI.
- Continually adapting work delivery to respond to current and emerging GEDSI issues.
- Coordinating, negotiating, and communicating with a wide range of internal and external stakeholders to ensure GEDSI integration in COSPPac which meets donor and SPC requirements.
- Managing and compiling programme learnings as knowledge products for internal and external audiences.
- Application of a range of capacity building modalities (training, coaching, mentoring, resources etc.) to build staff knowledge and skills and transform attitudes and practices to ensure all staff contribute fully and effectively to COSPPac processes.
- Working to tight deadlines with competing demands for reports on strategic direction, donor proposals/evaluations and donor reports
- Engaging with diverse technical and non-technical stakeholders across GEM programmes and PICTs projects
- Understanding the core needs and requirements of technical work programmes and delivering appropriately
- Organizing and conducting workshops and training to participants with diverse skill sets

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External Key external contacts are:</p> <ul style="list-style-type: none"> • COSPPac Project Partners • PICTs project partners • International and regional scientific and technical partners • Crop agencies • PICTs ministries e.g.: Lands, Geospatial, Environment, NDMO and Climate Change, Met Offices • Pacific Disability Forum • NGOs, CSOs 	<ul style="list-style-type: none"> • Supporting the implementation of GEDSI practices and recommendations • Capacity building • Remote and on-site support • Gaining cooperation and developing GEDSI integration processes and systems • Providing quality information for programme reports • Facilitating effective information exchange • Liaising on joint visibility and communication actions • Persuading and influencing application of reporting using appropriate information. • Negotiating capacity development programmes and schedules
<p>Internal Key internal contacts are:</p> <ul style="list-style-type: none"> • SPC COSPPac Team • Team Leader Ocean Prediction and Monitoring Team • HRSD Team • GEM GEDSI focal officers • MEL Offices and Advisors in divisions and corporate functions of SPC 	<ul style="list-style-type: none"> • Requirements and needs assessments. • Collaborating in GEDSI processes • Progress and formal reporting • Explaining and mediating systems and tools • Facilitating information exchange • Leading integration of GEDSI processes

Level of Delegation:

Routine Expenditure Budget: *Nil*

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

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"> • Relevant postgraduate qualification in project management, anthropology and sociology, gender studies, women's studies, public health, international development, and / or gender program management, or any other related fields. 	<ul style="list-style-type: none"> • Master's level qualifications in Project Management, Anthropology and Sociology, Gender Studies, Women's Studies, Public Health international development, and / or gender program management or any other related fields.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 7 years' experience working in the field of human rights, gender equality and social inclusion and/or youth development, preferably in the Pacific region. • Experience in gender analysis and gender mainstreaming involving both statutory and non-statutory agencies; preferably in the Pacific region or small island developing states (SIDS) context. • Demonstrated understanding of contemporary gender issues in the Pacific region. • Experience in the design and implementation of social development interventions that focus on transformative and social norm change. • Programming, developing, delivering, and reporting against work plans. • Ability to provide practical gender and social inclusion analysis to a range of stakeholders. Proven ability using a broad range of individual capacity development modalities including training, coaching, shadowing, mentoring, jobs aides, manuals, and toolkits; with a commitment to skills transfer to local counterparts. • Fluency in English, with strong report writing and inter-agency collaboration skills. • Working in a multi-disciplinary and cross-cultural team. 	<ul style="list-style-type: none"> • Familiarity with UN gender equality and disability inclusive commitments and human right treaties, with previous reporting experience on such commitments an asset. • Familiarity with the Pacific regional gender equality commitments including the Pacific Leaders Gender Equality Declaration, the Pacific Platform for Action on Gender Equality, and the Women's Human Rights Outcomes of the 14th Triennial Conference of Pacific Women. • Excellent interpersonal and communication skills, tact, mature judgement, and ability to work effectively in a cross-cultural environment. • Ability to multi-task and work on multiple initiatives concurrently. • Workshop design and facilitation skills. • Familiarity and experience with gender audit methods and gender analysis frameworks

Key Skills/Attributes/Job Specific Competencies

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

Expert level	Proven experience delivering human rights, gender, disability and social inclusion programmes and providing technical assistance using GEDSI related tools and methodology. Applied knowledge of national, regional, and international human rights, gender and social inclusion frameworks and development challenges in the Pacific.
Advanced level	Cultural, political sensitivities. Integration of human rights and GEDSI 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	Project support Monitoring, evaluation and learning frameworks. Report writing.
Awareness	Human rights and social development work in the region. Experience of working on MFAT, DFAT, EU, USAID and/or other donor funded projects.

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.