



JOB DESCRIPTION

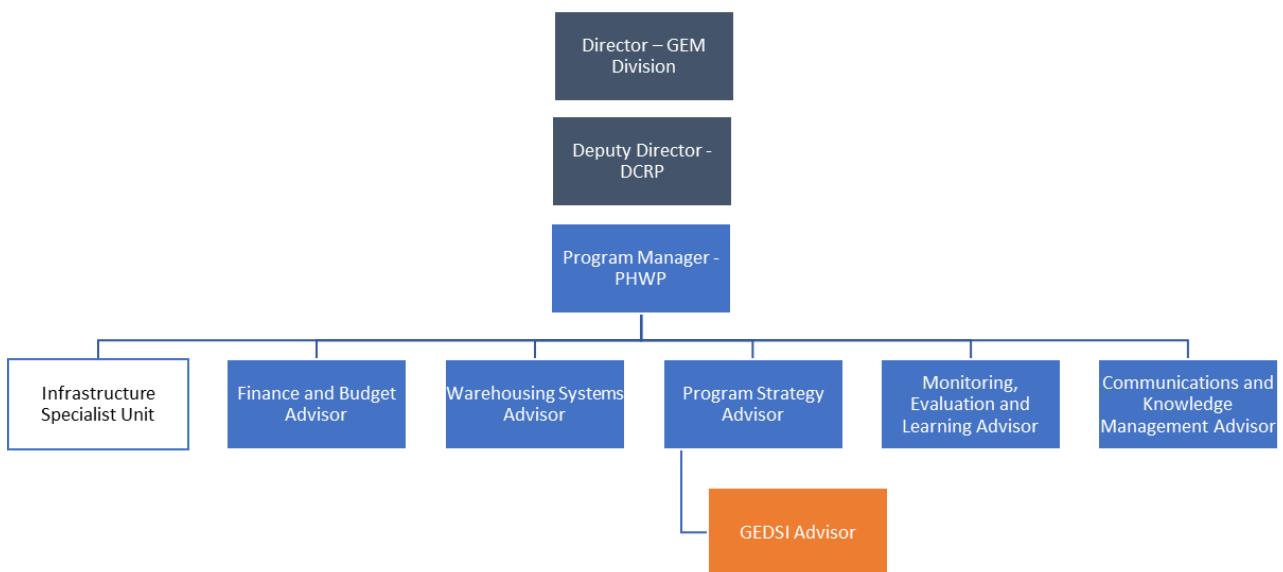
Job Title:	Gender, Equality, Disability and Social Inclusion (GEDSI) Advisor – Pacific Humanitarian Warehousing Program (PHWP)
Division/Programme and Section/Project:	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
Location:	Suva, Fiji
Reporting to:	Program Strategy Advisor - PHWP
Number of Direct Repots:	Nil
Purpose of Role:	<p>SPC's people-centered approach (PCA) in its Strategic Plan places people in all their diversity at the heart of SPC's project and program planning, implementation, and monitoring and reporting.</p> <p>The PCA at SPC encompasses of four elements: (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> <p>The GEDSI Advisor will play a crucial role in ensuring that gender equality, disability inclusion, and social inclusion principles are effectively integrated into the PHWP through:</p> <ul style="list-style-type: none">• Developing and implementing a comprehensive GEDSI Strategy and Action Plan (GEDSI SAP)• Leading GEDSI capacity building and training for PHWP target audiences, facilitating community engagement and participation• Ensuring that Humanitarian Emergency Response Supplies (HERS) and warehouse facilities are gender, social and culturally responsive. <p>This position will work closely with program staff, partners, and stakeholders to promote inclusive practices in disaster preparedness and response across the Pacific region. The GEDSI Advisor will work closely with the PCA team of the SPC's Human Rights and Social Development Division (HRSD) and other Gender and Social Inclusion Advisers in other SPC divisions in contributing to the integration of GEDSI into the program.</p>
Date:	August 2024

The Pacific Community (SPC) is the principal scientific and technical organisation supporting development in the Pacific region since 1947. Owned and governed by 26 country and territory members, SPC works across more than 20 sectors to support sustainable development benefiting Pacific people.

The Geoscience, Energy and Maritime (GEM) Division is one of SPC's largest divisions, with expertise in disaster and climate risk management, ocean services, sustainable energy, and water security. Within GEM, the Disaster and Community Resilience Programme (DCRP) focuses on innovative applied science and technical action to help Pacific Island Countries and Territories (PICTs) respond to priorities in disaster and climate risk management.

This position falls under the DCRP, the largest technical pillar of the SPC GEM Division. DCRP focuses on innovative applied science and technical action that helps Pacific Island Countries and territories (PICTs) respond to current and emerging priorities in disaster and climate risk management and water security. The Programme leads SPC's work in operationalizing the Framework for Resilient Development in the Pacific (FRDP) by providing coordinated technical support to SPC's members based on national and regional priorities.

The Pacific Humanitarian Warehousing Programme (PHWP) is a multi-donor, multi-country investment valued at up to AUD 120m. Over eight years, Pacific and Timor-Leste governments and humanitarian partners will be supported by Australia and other development partners to provide disaster relief supplies to affected populations. This will be done by establishing or enhancing warehouses that are stocked with appropriate, approved supplies, are located for optimal accessibility and distribution, and have functional management agreements in place that can promote rapid turn-around in a humanitarian emergency.



Key Result Areas (KRAs):

The GEDSI Advisor is responsible for driving the integration of Gender Equality, Disability, and Social Inclusion principles throughout the Pacific Humanitarian Warehousing Program and within SPC's Disaster and Community Resilience Programme (DCRP), GEM Division and SPC more broadly, and via its interactions with the Infrastructure Specialist Unit (ISU). This role aims to ensure that all program activities, from strategic planning to operational implementation, reflect a strong commitment to inclusivity and equity. The Advisor will lead efforts to mainstream GEDSI considerations across policy development, capacity building, stakeholder engagement, and program monitoring, evaluation and learning. By championing GEDSI principles, this position will play a crucial role in promoting inclusive practices in disaster preparedness and response across the Pacific region.

The performance requirements of the Key Result Areas (KRA) are broadly described below: -

KRA 1: Development and implementation of the PHWP GEDSI SAP (40%)

KRA 2: Strengthen GEDSI capacity building and training (20%).

KRA 3: Stakeholder engagement and participation (20%)

KRA 4: GEDSI Responsive Infrastructure and HERS (20%)

The job holder is accountable for	<i>Jobholder is successful when</i>
<p>KRA 1 – Development and implementation of the PHWP GEDSI SAP (40%).</p> <p>The GEDSI Advisor will be responsible for developing and implementing a comprehensive GEDSI strategy and Action Plan for the PHWP.</p> <p>This involves:</p> <ul style="list-style-type: none"> • Understanding the existing GEDSI policies and practices within SPC and develop a baseline assessment for PHWP. • Collaborating with the MEL Advisor to establish measurable targets and key performance indicators in the PHWP Monitoring, Evaluation and Learning (MEL) framework. • Conducting regular reviews and updates of the GEDSI SAP. • Collaborating with the Program Strategy Advisor and other members of the program leadership to ensure that the GEDSI strategy is fully integrated into the overall program objectives. • Integrating GEDSI considerations into the Country Disaster Risk Management (DRM) Diagnostic Studies and Country Development Plans to guide program implementation at the country-level. • Collaborating with various stakeholders, including Civil Society Organizations (CSO), Organization for Persons with Disabilities (OPD), government agencies, and partner organizations to gather insights and build support for the Strategy. 	<ul style="list-style-type: none"> • A PHWP Program GEDSI SAP is developed and is aligned with SPC's overall mission, the GEM Division, DCRP, the PHWP Design Framework, and the specific needs of Pacific Island Countries and Timor-Leste. • The PHWP GEDSI SAP documents key actions to strengthen the implementation GEDSI integration in all PHWP aspects including warehouse infrastructure, supplies, systems and community engagement. • There is a sound understanding of existing GEDSI policies and practices within SPC, which are used to develop a comprehensive baseline assessment report of current GEDSI programs and practices. • Measurable targets and key performance indicators are established that are integrated into the PHWP MEL framework.
<p>KRA 2 - Strengthen GEDSI capacity building and training (20%).</p> <ul style="list-style-type: none"> • Conducting a GEDSI capacity building and training needs assessment for the program. • Designing and delivering GEDSI capacity building programs tailored to the different audiences within the program, leveraging existing local knowledge about inclusive practices in disaster management, including the storage and distribution of HERS. • Contributing to a process of sector, programme and corporate thought 	<ul style="list-style-type: none"> • PHWP GEDSI capacity building and training needs assessment is conducted and actions for the targeted audiences of the program are clearly articulated. • Tailored GEDSI capacity building and training programs are designed and delivered to the different target audiences within the program; they are aligned to the results of the capacity building and training needs assessment and recognize and leverage existing local knowledge about inclusive practices in disaster management, including the storage and distribution of HERS.

<p>leadership by organizing or contributing papers to workshops, seminars, and other learning events to promote GEDSI awareness and skills development as it relates to disaster preparedness and response across the Pacific and Timor-Leste.</p> <ul style="list-style-type: none"> • Providing ongoing support to PHWP and DCRP staff to help them integrate GEDSI principles into their daily work. • Identifying and nurturing GEDSI champions within the GEM division, DCRP and SPC more broadly to create a network of advocates. 	<ul style="list-style-type: none"> • Contributes papers to workshops, seminars, and other learning events related to disaster preparedness and response across the Pacific and Timor-Leste to promote GEDSI awareness and skills development, and contribute to a process of sector, programme and corporate thought leadership. • PHWP and DCRP staff increase their understanding about GEDSI and are committed to integrating GEDSI principles and practice into their existing workplans. • A network of GEDSI champions or community of practice from DCRP within GEM is established to share best practices and lessons learned on the integration of GEDSI principles into their work.
<p>KRA 3 - Stakeholder and community engagement, and participation (20%)</p> <ul style="list-style-type: none"> • Developing a community engagement strategy that will contain the approaches of community engagement and participation for PHWP. • Developing and implementing participatory approaches that engages women, youth, older persons, people with disabilities, diverse SOGIESC individuals, and other at-risk groups in program planning and decision-making at a whole-of-program and country-level. • Establishing and maintaining relationships with peak bodies, local community organizations, CSOs and OPDs particularly those representing marginalized groups. • Designing and implementing targeted outreach strategies to reach and involve underrepresented groups in program activities. • Facilitating community consultations and feedback mechanisms to ensure that the program activities are socially and culturally appropriate, in cooperation with the Communications Advisor and in-country government stakeholders. • Collaborating with the MEL Advisor to monitor and evaluate the effectiveness of community engagement efforts and develop data-driven improvements. 	<p>Ensuring the active participation of diverse community members in disaster preparedness and response is a critical aspect of the GEDSI Advisor's role. This involves:</p> <ul style="list-style-type: none"> • PHWP community engagement plan is developed outlining approaches to strengthen community engagement and participation in PHWP. • Women, youth, older persons, people with disabilities, diverse SOGIESC individuals, and other at-risk groups actively participates in the program planning and decision-making at country-level. • Effective working relationship are established and maintained with peak bodies and local community organizations, CSOs and OPDs, particularly those representing marginalized groups. • Underrepresented groups are actively engaged in the program activities through targeted outreach strategies and interventions. • Community members are aware of the SPC Grievance (and Feedback) Mechanism. • Community engagement indicators are developed and Integrated in the PHWP MEL framework. • Working to create an implementation environment where all program stakeholders at the community level feel empowered to contribute their perspectives and experiences to the program and where trust enhances program effectiveness and contributes to more resilient communities across the Pacific region and in Timor-Leste.
<p>KRA 4 – GEDSI Responsive Infrastructure and HERS (20%)</p> <ul style="list-style-type: none"> • Collaborating with the ISU to incorporate context specific GEDSI considerations into the 	<p>A critical aspect of the GEDSI Advisor's role will be to ensure that Humanitarian Emergency Response Supplies (HERS) and warehouse facilities are socially</p>

<p>physical layout and features of the humanitarian warehouses.</p> <ul style="list-style-type: none"> • Developing guidelines and standards to create safe and accessible warehouses that meet the needs People, in all their diversity. • Collaborating with the Humanitarian Logistics Capability to review specifications for HERS, ensuring that items meet the diverse needs of different population groups within each context, including women, youth, older persons, and people with disabilities. • Conducting comprehensive audits of HERS inventories to identify potential barriers and areas for improvement in terms of inclusivity and accessibility, and based on these assessments, developing context specific action plans to address identified gaps and enhance the overall GEDSI-responsiveness of the physical infrastructure and supplies. 	<p>and culturally appropriate, safe, and accessible to all community members. This includes:</p> <ul style="list-style-type: none"> • The physical layout and features of the humanitarian warehouse incorporates context GEDSI considerations. • Safe and accessible warehouse guidelines and standards are developed tailored to the needs of People in all their diversities. including people with disabilities and older persons. • HERS specifications and items meet the diverse needs of different population groups within each context, including women, youth, older persons, and people with disabilities. • HERS audits conducted and actions are identified to strengthen contextualized, inclusive and accessible physical infrastructure and supplies.
--	--

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):

The PHWP is a new program with a complex, diverse, and large stakeholder group. To this end, the key challenges include:

- Cultural and social norms: The Pacific region is diverse, with many different cultures and social norms. Some of these may not align easily with GEDSI principles, particularly regarding gender roles or attitudes towards disabilities and LGBTQIA+ individuals.
- Geographic dispersion: The Pacific islands are widely scattered, which can make it difficult to implement consistent GEDSI practices across different locations. This dispersion also complicates efforts to provide training, conduct assessments, and maintain regular communication.
- Infrastructure limitations: Existing infrastructure in many areas may not be conducive to inclusive access. Retrofitting warehouses, distribution centers, and other facilities to be fully accessible could be costly and logistically challenging.
- Capacity constraints: There might be a shortage of local expertise in GEDSI issues, particularly as they relate to humanitarian response and disaster preparedness. Building this capacity takes time and resources.
- Donor Expectations: This is a multi-donor program. There might be multiple standards and definitions from various donors to be considered. Aligning programme related GEDSI outputs and outcomes to these varying definitions in a constructive and operable manner can be difficult.
- Determining the scope of GEDSI integration: GEDSI is one of the three thematic pillars of the program. It will be critical to keep GEDSI recommendations within the bounds of the larger programme and ensure that they are complementing the other two thematic pillars of localization and Greening.

Functional Relationships & Relationship Skills:

Key internal and external contacts	Nature of the contact most typical
<p>External Key external contacts are:</p> <ul style="list-style-type: none"> • DFAT • Other contributing donor governments (i.e., New Zealand, United States). • National NDMO Directors • DRM Regional Partners • Regional multilateral organisations (UN, PIFs, CROP agencies, Red Cross Movement) • National civil society groups, including Disabled Persons Organizations. 	<ul style="list-style-type: none"> • Consultation, reporting and negotiation. • Direct national liaison • Service provision and support. • Stakeholder engagement • Strategic partnerships • Reporting, liaising, facilitating, and coordination of project support and activities.
<p>Internal Key internal contacts are:</p> <ul style="list-style-type: none"> • PHWP staff / Program Strategy Advisor • Deputy Director – Disaster and Community Resilience Programme • Director – GEM Division • Tetra Tech International Development (Infrastructure Specialist Unit) • Project Manager – PIEMA • Project Manager – BSRP • Manger Programs - Pacific Women Lead @SPC • Team Leader – Mainstreaming and Capacity Building, HRSD • Gender Equality and Social Inclusion Adviser, HRSD • Other staff in HSRD, CCES, Corporate Communications, Finance, Human Resources, Information Services, and Strategy, and Performance and Learning. 	<ul style="list-style-type: none"> • Regular consultation, meetings, oversight and liaison.

Level of Delegation:

Routine Expenditure Budget: EUR 0

Budget Sign-off Authority without requiring approval from direct supervisor: EUR 0

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">A post graduate qualification in gender studies, social sciences, international development, disaster management, or a related field.	A master's degree is desirable.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">Minimum of 8 years of professional experience in GEDSI-related roles, preferably in humanitarian or development contexts within the Pacific region.Demonstrated experience in developing and implementing GEDSI strategies and policies in complex, multi-stakeholder environments. Familiarity with the socio-cultural context of Pacific Island countries and Timor-Leste and the specific GEDSI challenges in the region.Strong understanding of international standards and best practices in gender equality, disability inclusion, and social inclusion in complex operational settings, including knowledge of international humanitarian standards and frameworks, such as the Sphere Standards and the Core Humanitarian Standard.Excellent written and verbal communication skills, with the ability to engage effectively with diverse stakeholders, including government officials, community leaders, and marginalized groups.Fluency in English, both written and spoken. Knowledge of Pacific languages is an advantage.Fully functional computer skills across an array of Microsoft applications including Excel, Word, Outlook and PowerPoint.	

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">• GEDSI principles and practices• Stakeholder engagement and management• Training and capacity building• Cultural sensitivity and cross-cultural communication• Report writing and documentation• Public speaking and presentation skills• Disability inclusion practices• Gender mainstreaming technique
Advanced level	<ul style="list-style-type: none">• Project management• Humanitarian standards and frameworks• Monitoring and evaluation• Data analysis and interpretation• Pacific regional knowledge• Inclusive disaster risk reduction strategies• Human rights-based approaches• Participatory research methods• Knowledge management and information sharing• Digital literacy and use of relevant software
Working knowledge	<ul style="list-style-type: none">• Budgeting and financial management
Awareness	<ul style="list-style-type: none">• SPC Regulations and Policies• Broad components of donor funding agreements.

Key Behaviors

*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

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.