



JOB DESCRIPTION

Job Title	Gender Equality & Social Inclusion (GESI) Adviser
Division	Human Rights and Social Development Division (HRSD)
Location	Suva, Fiji
Line/Hiring Manager	Program Coordinator (Pacific Girl), Pacific Women Lead at SPC - HRSD
Direct Reports	2
Purpose of the role	The role will deliver technical advice and capacity building on gender equality and social inclusion approaches for the Pacific Women Lead at SPC programme. This support will be delivered to governments, civil society and internal SPC stakeholders. The role will also contribute to and work closely with broader gender and social inclusion initiatives undertaken by HRSD.
Date	June 2024

Organisational Context and Organisation Chart

The **Human Rights and Social Development (HRSD) Division** has a vision for just, equitable and resilient Pacific societies. It aims to achieve this by advancing human rights, 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:** Mobilise, 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.

As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the Pacific Women Lead (PWL) at SPC programme (PWL at SPC), located within SPC's HRSD Division. It receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding for five years from 2021-2026.

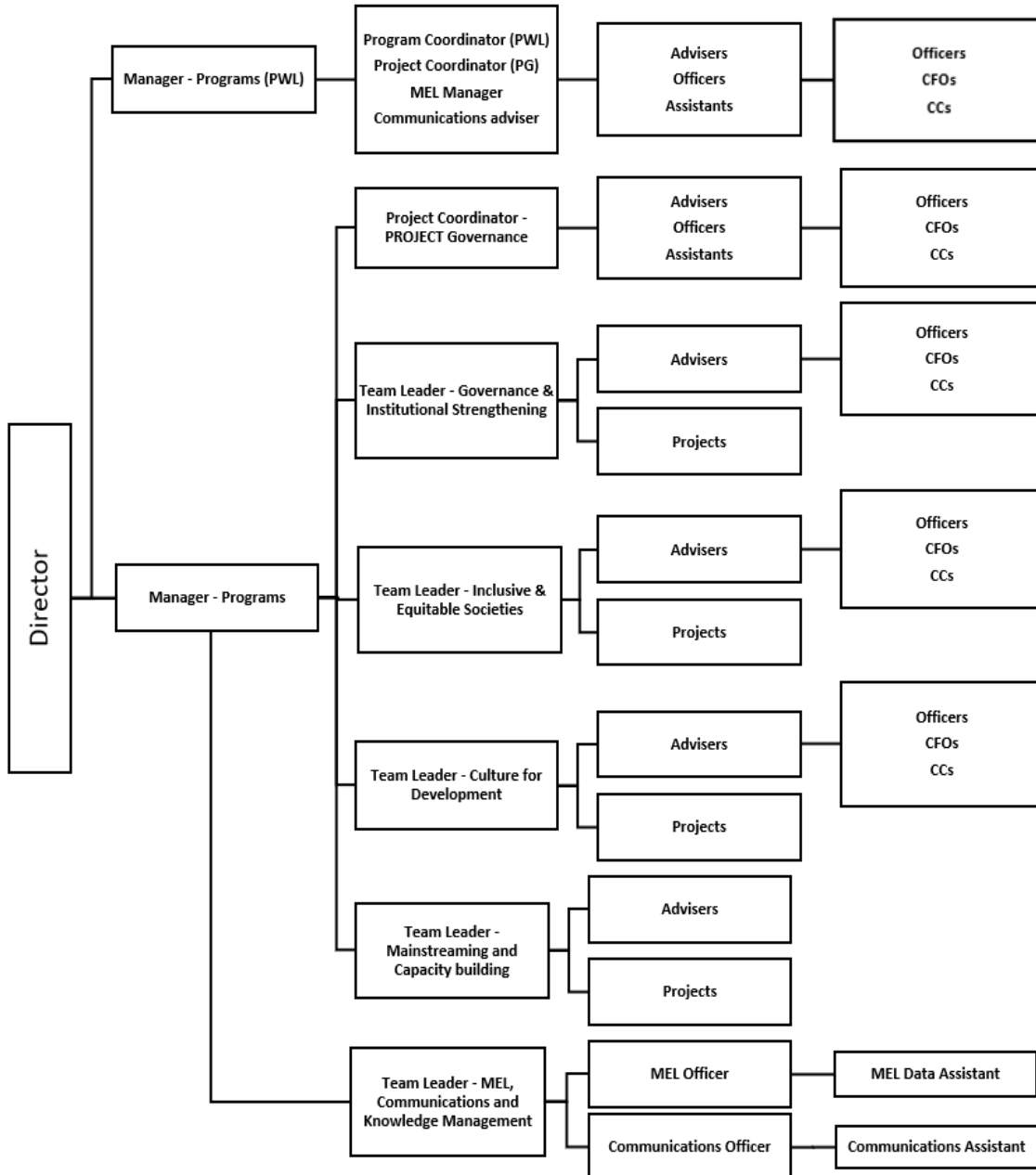
The PWL at SPC programme goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three outcomes: (1) Women's leadership promoted; (2) Women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts. Joining PWL at SPC, other central partners include PWL Enabling Services (PWLES); AIR (Amplify – Invest – Reach) partnership of women's funds, civil society organisations and coalitions; and the Australian Government's direct relationships with development partners for regional programmes, such as the United Nations (UN).

A core principle is that Pacific women will lead the programme, define the problems, create solutions, and drive strategy through a Governance Board, with strong and diverse membership from across the region. The programme also recognizes that success will depend on ensuring that all activities and actions are grounded in Pacific values and principles, and people centered approaches that reinforce

values of gender equality with consideration of the diversity of women and girls.

Organigram for HRSD, including PWL at SPC

Finance & Operations Team (Shared Services)
 (Finance & Operations Manager, Senior Finance & Administration Officer, Finance & Administration Officer, Grants & Finance Officers, Finance & Logistics Officer)



Key Result Areas (KRAs):

KRA#1: Provide technical assistance and advice on gender equality and social inclusion (GESI) – 50%

KRA#2: GESI capacities, skills development and people management – 25%

KRA#3: Support stakeholder engagement, networking, and coordination – 25%

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

The GESI Adviser will provide technical advice, assistance, and capacity building across the programme as well as support other objectives across HRSD.

Jobholder is accountable for:	Jobholder is successful when
<p>KRA#1: Provide technical assistance and advice on gender equality and social inclusion (GESI)</p> <ul style="list-style-type: none"> • Provides advice and programme support to PWL at SPC activities in the areas of promoting women and girls’ leadership; realising women’s rights to health, economic empowerment and ending gender-based violence; and promoting Pacific ownership and effectiveness of regional gender equality efforts. • Work closely with the PWL at SPC team to ensure the Annual Work Plan entails a strategic and inclusive approach to gender and social inclusion, including disability inclusion. • Provide support to Pacific Girl (a PWL at SPC funded programme to support adolescent girls in the region) on gender equality and social inclusion. • Conduct analysis on key and emerging regional gender and social inclusion issues in line with the PWL at SPC programme and the priorities of SPC and Pacific Island countries and territories. • Research, develop and write concept notes, thematic briefs and other knowledge and communication products for PWL at SPC to deliver identified needs for the programme, government partners and other stakeholders. • Engage in national, regional, and international fora, mechanisms, and processes for the purposes of integrating Pacific GESI perspectives in policies and programmes. • Develop and implement measures to ensure a strategic approach to disability inclusion across PWL at SPC initiatives, aligned with HRSD’s broader disability inclusion agenda. 	<ul style="list-style-type: none"> • Quality and timely technical assistance, advice and support, including knowledge products, research and policy analysis is provided consistent with PWL at SPC annual work plan. • Key stakeholders provide positive feedback on technical assistance, advice and engagement and continue to request technical assistance • GESI and human rights approaches are integrated into programming and mainstreaming across PWL at SPC supported initiatives. • Technical advice and support on GESI are delivered in a coordinated way across programs and complementary areas of work within HRSD, as well as other divisions of SPC, and with Pacific governments and other partners, as relevant. • MEL and reporting requirements are met. • Quality and timely inputs into the development of concepts for projects under the PWL at SPC programme, HRSD and, as relevant, across SPC.

<ul style="list-style-type: none"> • Apply the Pacific Girl Safeguarding Code of Conduct, child protection and prevention of sexual exploitation and harassment (PSEAH) guidance/policies in programming and technical support • Support integrated programming and SPC’s gender mainstreaming focus, including support to SPC’s Principal Strategic Lead – Pacific Women and Girls and contribution to SPC’s People-Centred Approach (PCA) to development. • Work with other Advisers and the SPC gender community of practice to develop and implement ideas to advance GESI within SPC and in the region. • Support monitoring, evaluation and learning for projects, programmes, and activities. 	
<p>KRA#2: GESI capacities, skills development and people management</p> <ul style="list-style-type: none"> • Assist the PWL at SPC in identifying GESI capacity development needs for the implementing team, other HRSD colleagues, implementing partners and other stakeholders. • Develop and deliver capacity building on GESI, disability inclusion, safeguarding and child protection through diverse modalities for relevant SPC staff and key implementing partners, in coordination with other HRSD capacity building initiatives. • Contribute to monitoring and evaluation of capacity building initiatives • Ongoing review and adaptation of capacity building and skills development initiatives. • Creating a team environment that fosters and develops effective working relationships and high performance. • Building a strong and effective team capable of providing services of the highest quality. • Ensuring team members, including service providers, are managed effectively (in particular recruitment, tendering and selection, performance management, and training and development). • Monitoring the performance and workloads of staff members and service providers to ensure that objectives are met. • Developing and monitoring contracts of short-term technical experts and other support. 	<ul style="list-style-type: none"> • HRSD staff, including PWL at SPC implementing team, have enhanced knowledge of gender equality, social inclusion, and related concepts through development, sharing and implementation of training and other materials. • Quality, coordinated and contextualized capacity building and skills development programmes, tools and guidelines on GESI, disability inclusion, safeguarding and child protection are developed and delivered in line with HRSD priorities and the PWL at SPC Annual Work Plan. • Positive evaluation results from participants on capacity and skills development initiatives. • Timely completion of capacity building and skills development reports capturing evaluation data and lessons learned • Capacity building and skills development material are adapted and current. • The team work collaboratively and cohesively to achieve GESI outcomes. • Members of the team collectively use their skills, knowledge and capacity to provide services to stakeholders. • All team positions and consultancies are appropriately staffed and managed. • Appraisals of all staff, with follow-up discussion, are carried out at six monthly intervals. • Contracts are made according to SPC procurement policy and monitored as per terms of reference. • Networking, cooperation and integrated approaches are used to reach shared goals.

<ul style="list-style-type: none"> • Creating linkages and integrating with the wider SPC workforce. 	
<p>KRA#3: Support stakeholder engagement, networking, and coordination</p> <ul style="list-style-type: none"> • Support stakeholder engagement, networking, and coordination to advance programme and divisional objectives at national, regional, and institutional levels. • Actively engage in working groups, communities of practice, task forces, and other technical committees. • Represent and promote SPC, HRSD and PWL at SPC at national, regional, and international forums, as delegated 	<ul style="list-style-type: none"> • Partners are regularly informed about the PWL at SPC programme. • New opportunities are identified, and professional relationships are built to advance PWL at SPC objectives. • There is good representation and information about the programme at the divisional, institutional, national, and regional levels. • Stakeholders provide positive feedback through written and oral communications. • PWL at SPC representation and inputs are acknowledged as required.

Most Challenging Duties Typically Undertaken (Work Complexity):

<ul style="list-style-type: none"> • Navigating diverse religious, political, and cultural contexts to advance gender equality and social inclusion. • Coordinating effective delivery of services to multiple programs and projects across PWL at SPC, HRSD and SPC in different cultural environments. • Ensuring that all activities and actions are grounded in Pacific values and principles, and people centered approaches that reinforce values of human rights, gender equality and social inclusion • Communicating complex GESI and human rights concepts to influence a wide range of audiences. • Continually adapting work delivery to respond to current and emerging GESI issues and approaches
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Functional Relationships & 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"> • Government gender focal points in Pacific Island countries and territories • Civil society partners in Pacific Island countries and territories. • Organizations for Persons with Disabilities in PICT and at the regional level. • Development partners and donor agencies • Other regional or international development agencies • CROP (Council of Regional Organisations in the Pacific) GESI and other relevant counterparts • Researchers/academics • Consultants, private contractors and vendors • Community members • PWL Enabling Services (PWLES) • Pacific Women Lead Governance Board 	<ul style="list-style-type: none"> • Responding to requests for information, technical assistance, and support • Reporting (activity/outcome and financial) • Coordination & delivery of work programme, including technical assistance • Negotiating, 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"> • HRSD Director and HRSD Deputy Director, 	

<ul style="list-style-type: none"> • PWL at SPC Manager Programmes, Coordinators, Managers, • HRSD Team Leaders, Advisers, Officers, Country Staff, Operations staff, Interns. • Other SPC Divisions and Programmes 	<ul style="list-style-type: none"> • Responding to requests for information, technical assistance, and support • Reporting (activity/outcome and financial) • Coordination & delivery of work programme, including technical assistance • Integrated programming and supporting the people centered approach • Supervision, mentoring and support, facilitation
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Level of Delegation:

Routine Expenditure Budget: Approximately *EUR 50,000 per annum*

Budget Sign off Authority without requiring approval from direct supervisor: *EUR 50*

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A postgraduate qualification in development, human rights, gender, international relations or other relevant social science from a recognised university. 	<ul style="list-style-type: none"> • A Master's degree in gender, human rights, and/or social inclusion, or a related discipline. • Specific training qualifications on gender, human rights and social inclusion. • Diploma or certificate courses in project management.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • 10 years of development experience working in the field of human rights, gender equality and social inclusion, child protection and safeguarding and/or youth development with experience working in the Pacific region. • Experience in mainstreaming gender, social inclusion and human rights in development programming. • Programming, developing, delivering, and reporting against work plans. • Working in a multi-disciplinary and cross-cultural team. • Experience developing capacity building resources and delivering sessions for diverse government and non-government audiences. • Strong interpersonal skills and an ability to work with a wide range of individuals 	<ul style="list-style-type: none"> • Experience 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 events • Working with and engaging consultants. • Knowledge of the mandates of CROP and UN agencies, development partners, NGOs, civil society organizations in PICTs. • Understanding of ethical guidelines in programme/project implementation including do no harm and survivor-based approaches.

<ul style="list-style-type: none"> • 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. High level interpersonal, mentoring and ability to work in a multi-disciplinary and cross-cultural team. 	
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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"> • Proven experience delivering human rights, gender and social inclusion programmes and technical assistance. • Applied knowledge of national, regional, and international human rights, gender and social inclusion frameworks and development challenges in the Pacific.
Advanced level	<ul style="list-style-type: none"> • Cultural, political, and religious sensitivities. • Integration of human rights and GESI 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. • People management and leadership skills.
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 work in the region. • Resource mobilization.

Key Behaviors

All employees are measured against the following **Key Behaviors** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Judgement
- Leadership
- Promotion of Equity and Equality
- Teamwork

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.