

## JOB DESCRIPTION

<b>Job Title</b>	<b>Gender Equality &amp; Social Inclusion (GESI) /Gender Assessment and Action Plan (GAAP) officer</b>
<b>Division</b>	Climate Change and Environmental Sustainability
<b>Location</b>	Noumea
<b>Line/Hiring Manager</b>	SER senior Adviser
<b>Number of Direct Reports</b>	0
<b>Purpose of the role</b>	The GESI GAAP officer will provide technical advice, assistance, and capacity building under the CC flagship programme with a focus on mainstreaming gender and social inclusion into SPC's technical divisions, and conducting Gender Assessment and Action plan development during project design. As the role requires working across the social and environmental sustainability objectives of the Climate Change flagship integrated programme, the GESI / GAAP officer will have a matrix reporting relationship to CFU and the Social and Environmental Responsibility Senior Adviser.
<b>Date</b>	May 2023

### Organizational Context and Organization Chart

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century, and work together with our members and achieve impact for Pacific people. They support a transformation in our institutional effectiveness as part of SPC's Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific.

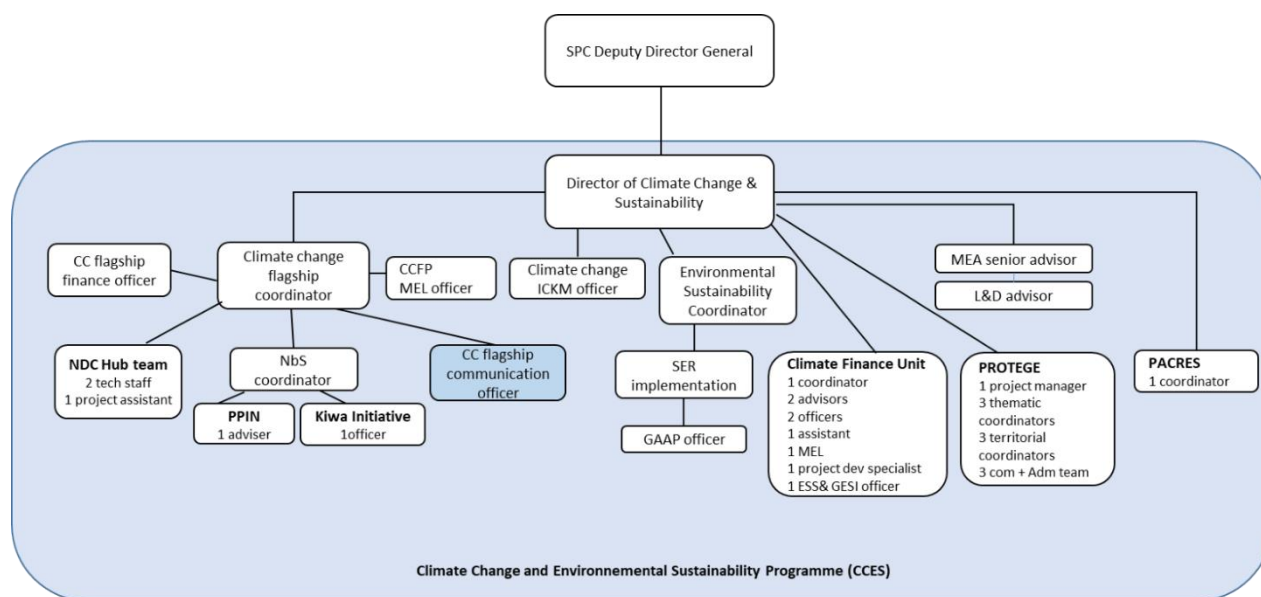
The **threat of climate change** demands SPC take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach of climate change, through a **Climate Change Flagship Programme (CCFP)**. This flagship seeks to enhance climate change services and capability in a more wholistic, strategic, and cohesive way.

The CCFP aims to bring greater visibility to the breath of SPC's climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1: "Resilience and Climate Action" which is at the centre of the new SPC Strategic Plan and should also help to more clearly define SPC's value add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. The **Climate Change and Environmental Sustainability Programme (CCES)** is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC are also contributing. The CCFP will be informed by SPC's Strategic Plan, the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy, Pacific priorities in climate change negotiations and national policies.

The process for mainstreaming environmental sustainability and climate change started in 2014 with the Program Support Unit. As part of SPC's 2017-2022 SPC Climate Change Framework, a Social and Environmental Responsibility (SER) policy has been designed and adopted in early April 2018 to strengthen social and environmental responsibility along three major pillars: 1/ People, 2/ Operations and 3/

Programmes. This policy provides a framework, and guiding principles for SPC to ethically and sustainably manage any potential social and environmental risks and impacts of its activities, and to enhance social and environmental benefits. The SER policy implementation is done in an inclusive manner, with a people-centred approach so as to maximise whole-of-society benefits.

The policy implementation is currently operational under the supervision of the SER Senior Adviser.



**Organizational chart of the finance Officer within CCES**

**Key Result Areas (KRAs):**

**KRA#1:** Provide technical assistance and support on gender equality and social inclusion (GESI) and conducting GAAP– 50%

**KRA#2:** Human rights and GESI capacities and skills development – 40%

**KRA#3:** Support stakeholder engagement, networking, and coordination – 10%

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

Jobholder is accountable for:	Jobholder is successful when
<p><b>KRA#1: Provide technical assistance and support on GESI and conducting GAAP (50%)</b></p> <ul style="list-style-type: none"> <li>• Provide technical advice and assistance to SPC’s divisional programmes, projects, and services to mainstream gender and social inclusion within project activities, following SER policy.</li> <li>• Support climate change project design phases through the development of GAAP, as part of SPC social safeguards and strategy for mainstreaming gender within all SPC activities and programmes.</li> <li>• Support divisions MEL officer in the mainstreaming of GESI within divisions activities and divisional business plan</li> <li>• Support the project risks screening and identification related to gender aspects, following the SPC SER policy.</li> <li>• Provide project proponents with adequate</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and timely technical assistance and support, aligning with SPC environmental and social safeguards and with the people centred approach mainstreamed throughout divisions business plans.</li> <li>• Quality and timely inputs into the development of concept notes and full project and programme proposals for the divisions and across SPC.</li> <li>• PICTs and other stakeholders provide positive feedback on technical assistance consolidated by a strengthened Gender focus at project level, advice and engagement and continue to request Technical Assistance (TA).</li> <li>• Evidence of GESI mainstreaming in integrated programming across SPC.</li> <li>• TA and support on gender responsive</li> </ul>

<p>GESI risk assessment information to ensure they understand importance of measures included in projects.</p> <ul style="list-style-type: none"> <li>• Conduct research, legal and policy analysis on key and emerging regional gender, and social inclusion issues in line with PICTs' priorities.</li> <li>• Support integrated programming and mainstreaming of GESI responsive actions across SPC: as part of the SER team, working with other team members and the SER practice group for the advancement of GESI mainstreaming throughout SPC divisions.</li> <li>• Support monitoring, evaluation and learning for projects, programmes, and activities through supervision and implementation oversight of GAAPs at a project level.</li> </ul>	<p>activities are delivered in a coordinated way across programmes and teams.</p> <ul style="list-style-type: none"> <li>• Monitoring Evaluation and Learning (MEL), and reporting requirements are met in a timely and efficient manner.</li> <li>• Division business plans are strengthened with a GESI component.</li> </ul>
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<p><b>KRA#2: GESI capacities and skills development (40%)</b></p> <ul style="list-style-type: none"> <li>• Identify needs for development of capacities and skills for SPC divisions.</li> <li>• Develop and deliver capacity building on GESI and human rights through multiple modalities for SPC staff and additionally for national governments and stakeholders.</li> <li>• Contribute to the development of capacity building tools and material in alignment with SPC learning management system.</li> <li>• Contribute to monitoring and evaluation of capacity building initiatives.</li> <li>• Continuous review and adaptation of capacity building and skills development materials inform learning.</li> </ul>	<ul style="list-style-type: none"> <li>• SPC staff's knowledge enhanced through development and circulation of training/other materials and internal training activities on thematic focal areas.</li> <li>• Quality and contextualized capacity building and skills development programmes, tools and guidelines are developed and delivered in line with PICTs priorities and work plan.</li> <li>• Positive evaluation from participants regarding capacity and skills development initiatives in related to GESI and Human Rights issues.</li> <li>• Timely completion of capacity building and skills development reports capturing evaluation data and lessons learnt.</li> <li>• Capacity building and skills development material are adapted and current.</li> </ul>
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<p><b>KRA#3: Stakeholder engagement, networking, and coordination (10%)</b></p> <ul style="list-style-type: none"> <li>• Support stakeholder engagement, networking, and coordination to advance divisional objectives for gender mainstreaming under the umbrella of the SER policy.</li> <li>• Support SER mainstreaming particularly on GESI thematic through the capacity building effort.</li> <li>• Engage in working groups, task forces and other technical committees for the adequate implementation of GESI through SPC projects, starting with projects implemented under the Climate change flagship.</li> <li>• Represent SPC at national, regional, and international forums as delegated by the</li> </ul>	<ul style="list-style-type: none"> <li>• New opportunities are identified to advance divisional objectives.</li> <li>• Divisions provide positive feedback through written and oral communications.</li> <li>• Division representation and inputs are acknowledged as required.</li> <li>• Positive response on engagements with members and at international and regional events.</li> </ul>
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SER Senior Advisor.	
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**Most Challenging Duties Typically Undertaken (Work Complexity):**

- Navigating diverse religious, political, and cultural contexts to advance gender equality, social inclusion and human.
- Coordinating effective delivery of services to multiple programs and projects across the Climate Change Flagship and SPC overall.
- Ensuring that all activities and actions are grounded in Pacific values and principles, and people centered approaches that reinforce values of human rights and social inclusion
- Providing technical advice and support for PICTs senior government officials and other leaders
- Communicating complex GESI and human rights concepts to influence a wide range of audiences.
- Continually adapting work delivery to respond to current and emerging human rights, GESI and people-centered approaches

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• PICTs focal points (minister level and lower) including CSOs</li> <li>• Funding and development partners</li> <li>• Other regional and international agencies</li> <li>• Consultants</li> <li>• CSOs, vendors, consultants, and community members</li> <li>• Private contractors and consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Responding to request for information, technical assistance, and support</li> <li>• Reporting (activity/outcome and financial), various committees and working groups</li> <li>• Coordination &amp; delivery of work programme, including technical assistance</li> <li>• Engaging in communities of learning, information, and practice</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• CCES director, Programmes Managers, Team Leaders, Advisors, Officers, Country staff, Administrative and Finance team, interns</li> <li>• SPC Directors Resources Manager, Operation and Management Division (OMD), Strategic Planning &amp; Learning, and SPC Technical Divisions</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting (activity/outcome and financial) Programme delivery against outcomes</li> <li>• Finance, MEL, results reporting.</li> <li>• Supporting coordination and collaboration for integrated programming and implementation of SER policy, and mainstreaming of PCA</li> </ul>

**Level of Delegation:**

Overall Operational Budget managed by the role: 0 €

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

**Person Specifications:**

**Qualifications**

<b>Essential:</b>	<b>Desirable:</b>
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<ul style="list-style-type: none"> <li>• A bachelor degree in gender and social science, or other relevant social science training from a recognized university</li> </ul>	<ul style="list-style-type: none"> <li>• Master’s degree in a relevant field of Social Science.</li> <li>• Specific training qualification on human rights, gender, and social inclusion.</li> <li>• Diploma or certificate courses in project management.</li> </ul>
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### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 5 years of development experience working in the field of human rights, gender equality and social inclusion, and/or youth development with at least 5 years of working in Pacific.</li> <li>• Experience in mainstreaming human rights-based, gender, social inclusion in development programming.</li> <li>• Programming, developing, delivering, and reporting against work plans.</li> <li>• Working in a multi-disciplinary and cross-cultural team.</li> <li>• Experience developing capacity building resources and delivering sessions for diverse government and non-government audiences.</li> <li>• Strong interpersonal skills and an ability to work with a wide range of individuals</li> <li>• Ability to translate text-heavy documents or information into user-friendly materials for a wide range of audiences</li> <li>• Excellent written and oral communication skills in English, with strong writing ability at a donor project reporting level.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with teams located remotely.</li> <li>• Demonstrated high level of emotional intelligence through work approaches.</li> <li>• Conducting research, including participatory research and mixed methods.</li> <li>• Organizing and convening bi-lingual regional, sub-regional and national events</li> <li>• Working with and engaging consultants.</li> <li>• Knowledge of the mandates of CROP and UN agencies, development partners, NGOs, civil society organizations in PICTs.</li> <li>• Understanding of ethical guidelines in programme/project implementation including do no harm and survivor-based approaches.</li> </ul>

### Key Skills/Attributes/Job Specific Competencies

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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Proven experience delivering human rights, gender and social inclusion programmes and technical assistance.</li> </ul>
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	<ul style="list-style-type: none"> <li>Applied knowledge of national, regional, and international human rights, gender and social inclusion frameworks and development challenges in the Pacific within national government machinery or within a CROP agency.</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>Cultural, political, and religious sensitivities.</li> <li>Integration of human rights and GESI across development sectors.</li> <li>Critical analysis and innovative thinking.</li> <li>Complex multisector coordination, planning and design.</li> <li>Presentation, communication, reporting writing and facilitation skills.</li> <li>Networking and stakeholder engagement.</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>Project management.</li> <li>Monitoring, evaluation and learning frameworks.</li> <li>Proposal writing.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>SPC human rights and social development work in the region.</li> <li>Resource mobilization.</li> </ul>

### Key Behaviours

*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

### 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.*