



JOB DESCRIPTION

Job Title	Human Rights and Social Development Adviser
Division	Human Rights and Social Development Division (HRSD)
Location	Suva, Fiji
Line/Hiring Manager	Team Leader – Inclusive and Equitable Societies
Direct Reports	2-3
Purpose of the role	<p>The Human Rights and Social Development Adviser will:</p> <ul style="list-style-type: none"> • Manage the Pacific People Advancing Change Programme, a CSO human rights and social development advocacy capacity building and small grants programme. • Lead the PPAC capacity-strengthening modality, providing oversight and delivering training and mentoring to PPAC grantees. • Mainstream a People-Centred Approach through the PPAC programme and other work as required. <p>This role falls under objective 2 of HRSD’s business plan which is described below.</p>
Date	April 2024

Organisational Context and Organisation Chart

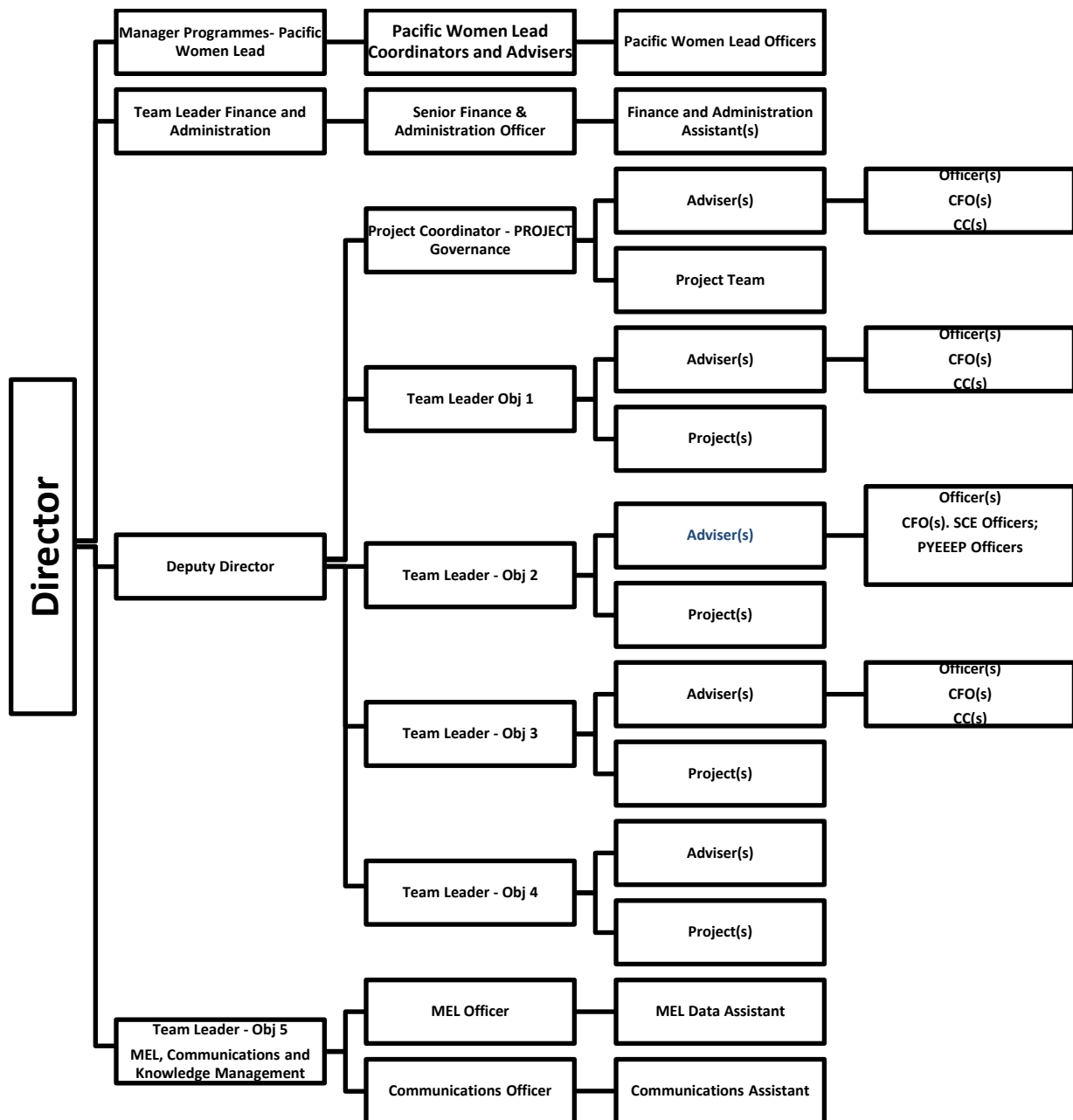
The vision of the Human Rights and Social Development Division (HRSD) is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

HRSD provides a comprehensive suite of policy and legislative advice, technical assistance and capacity building, through a team comprising a Director, Deputy Director, Manager Program, Team Leaders, Advisers, Officers and Programme Managers based in Suva, and Country Focal Officers and Country Coordinators located across the Pacific. The team provides advice, technical assistance and capacity building to national ministries, civil society, regional partners and other national/regional partners, as well as through mainstreaming within SPC programmes.

In line with its vision, the work of HRSD encompasses the following objectives:

- Objective 1: Pacific *governments and state institutions* are strong, transparent and responsive for upholding and advancing human rights and good governance, gender equality, social inclusion, and positive expressions of Pacific culture.
- Objective 2: Pacific *civil society* is able to advocate for and realise human rights and good governance, gender equality, social inclusion, and the right to practice positive expressions of Pacific culture.
- Objective 3: Positive expressions of *Pacific culture* are safeguarded, promoted and integrated across our work to support human rights, gender equality and social inclusion.
- Objective 4: SPC *programs and operations* apply the people-centred approach and uphold and advances human rights and good governance, gender equality and social inclusion, and positive expressions of Pacific culture.

- Objective 5: *HRSD* works collaboratively, coherently and efficiently to deliver quality outcomes that uphold and advance human rights and good governance, gender equality and social inclusion, and positive expressions of Pacific culture.



Key Result Areas (KRAs):

- KRA 1: Manage the Pacific People Advancing Change (PPAC) programme, including providing overall grant process management and reporting – 40%
- KRA 2: Lead the PPAC capacity-strengthening modality, providing oversight and delivering training and mentoring to PPAC grantees – 30%
- KRA 3: Mainstream a People-Centred Approach through the PPAC programme and other work as required – 15%
- KRA 4: Project management and people management – 15%

The JD to be read in conjunction with Annexure 1.

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

Jobholder is accountable for:	Jobholder is successful when
<p>KRA 1: Management of the PPAC Programme, including providing overall grant process management and reporting. (40%)</p> <ul style="list-style-type: none"> • Demonstrate sound leadership in managing the PPAC programme. • Undertake regular project planning, prepare/revise project annual work plans and budgets. • Lead and coordinate the day-to-day activities of the PPAC programme and the PPAC small grants phase transition process. • Lead the shortlisting, evaluation and granting process and take ownership of overall supervision of at least two PPAC countries. • Ensure compliance of both PPAC process and sub-grantees with SPC Procurement and Grants Policies, other relevant policies, and all applicable donor policies and requirements. • Support the monitoring, evaluation and learning of the PPAC programme, lead the reporting of PPAC to donors and contributing to overall HRSD donor reporting as required. • Supervise PPAC staff 	<ul style="list-style-type: none"> • PPAC team efficiency, moral and motivation maintained and are enhanced, and staff performance appraised. • PPAC activities in HRSD’s annual work plan implemented successfully, in a timely manner and within the budget. • PPAC shortlisting, evaluation and granting processes are robust. • PPAC processes comply with all applicable SPC and donor policies and requirements. • CSO grantees successfully execute their advocacy campaigns and report against it according to the reporting requirements outlined in the PPAC grants agreement and their respective result measuring table in the proposals. • CSO grantees successfully submit their financial reports in accordance with the reporting requirements outlined in the PPAC grant agreement and SPC Grants and Procurement Policies. • Quality MEL and reporting requirements are met timely. • PPAC staff have appropriate supervision, guidance, support and professional development.
<p>KRA 2: Lead the PPAC capacity-strengthening modality, providing oversight and delivering training and mentoring to PPAC grantees. (30%)</p> <ul style="list-style-type: none"> • Identify the capacity-strengthening needs of PPAC grantees. • Develop and deliver capacity-strengthening on advocacy, human rights, GESI, proposal development, and reporting through multiple people-centred modalities. • Provide oversight of the capacity-strengthening work under the PPAC programme, and support to PPAC Officers and other trainers engaged under the programme. • Lead adaptation of the training and mentoring approach to ensure it remains cutting-edge and responsive to grantee needs. • Support the broader CSO capacity-strengthening work of HRSD as required. 	<ul style="list-style-type: none"> • PPAC grantee capacity assessments are robust and inform the capacity-strengthening interventions. • Strong evidence of strengthened capacity among PPAC grantees including through successful campaigns. • The PPAC Officers and other trainers under the programme are well supported to carry out training and mentoring. • Timely completion of capacity-strengthening and skills development reports capturing evaluation data and lessons learned. • PPAC capacity-strengthening modalities are continuously updated to ensure best practices and responsiveness are maintained.

<p>KRA 3: Mainstream a People-Centred Approach through the PPAC programme and other work as required. (15%)</p> <ul style="list-style-type: none"> • Ensure all aspects of PPAC management and capacity-strengthening incorporate a People-Centred Approach. • Provide technical assistance to PPAC grantees to implement and deliver on human rights, gender equality and social inclusion commitments. • Support the general People-Centred Approach Mainstreaming work of HRSD as required. 	<ul style="list-style-type: none"> • PPAC processes and campaigns incorporate a People-Centered Approach and adhere to SPC’s Social and Environmental Responsibility Policy and PLANET principles. • PPAC grantees are capacitated on human rights, gender equality and social inclusion in the context of Pacific cultures.
<p>KRA 4: Project management and people management (15%)</p> <ul style="list-style-type: none"> • Effectively manage projects that deliver on the KRAs above. • Collaborate with in the PPAC Officers, Country Focal Officers (CFOs) and other in-country staff to develop implement, monitor and report against project, programmes and activities work plans and budgets. Supervise PPAC officers in at least 2 PICs. 	<ul style="list-style-type: none"> • In-country programs/projects deliver quality outcomes, consistent with annual work plans and budgets. • CFOs, country project staff, in-country supervisors provide feedback that the collaboration of the Adviser contributes positively to project, programme and activities delivery. • Timely and quality reporting of interventions are completed to a high standard.

Most Challenging Duties Typically Undertaken (Complexity):

<ul style="list-style-type: none"> • Manage a complex grants and capacity-strengthening programme working with partners with generally very low base capacity and sometimes in remote locations. • Communicating processes, policies, rules and requires to diverse audiences. • Navigating diverse religious, political and cultural contexts to advance human rights and GESI. • Communicating complex human rights and GESI concepts to influence a wide range of audiences. • Managing work plan deliverables with remote staff.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • PPAC grantees • Funding and development partners • Other regional and international agencies • National CSOs • Consultants • Various committees and working groups 	<ul style="list-style-type: none"> • Responding to request for information, technical assistance and support. • Reporting (activity/outcome and financial). • Coordination of technical assistance • Managing/delivering workshops and mentoring. • 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"> • Division Director and Deputy Director • Division Team Leaders • Division team including CFOs and country project staff • Other SPC Technical Divisions and programmes 	<ul style="list-style-type: none"> • Reporting (activity/outcome and financial) Programme delivery against outcomes • Finance, MEL, results reporting. • Coordination of T.A • Working collaboratively on grant processes
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Level of Delegation:

Overall Operational Budget managed by role: 0

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, law, gender, international relations or other relevant social science from a recognised university. 	<ul style="list-style-type: none"> • Master's degree in a relevant field of Social Science. • Specific training qualification on human rights, gender and social inclusion. • Diploma or certificate courses in project management.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years of development experience working in the field of human rights, gender equality, CSO engagement and social inclusion, and/or youth development with at least 5 years of working in Pacific. • Programming, developing, delivering, and reporting against work plans. • Working in a multi-disciplinary and cross-cultural team. 	<ul style="list-style-type: none"> • Experience with grants facilities. • Experience with human rights advocacy. • 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.

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. • Applied knowledge of grants facilities.
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. • Project management. • Monitoring, evaluation and learning frameworks. • Proposal writing
Working knowledge	<ul style="list-style-type: none"> • SPC work in the region. • Resource mobilization.
Awareness	<ul style="list-style-type: none"> • Work of other CROP agencies

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.

Annexure I

Thematic areas of focus for this position are the following:

- Civil society capacity-strengthening through direct technical assistance;
- Grants management;
- Mainstreaming People-Centred Approaches; and
- Any other thematic area of work, to be decided by the Director, HRSD in consultation with the Team Leader – Inclusive and Equitable Societies.