



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"> • Co-manage the Pacific People Advancing Change Program, a civil society organisation (CSO) human rights and social development advocacy capacity building and small grants program. • Manage the CSO shadow reports for relevant United Nations human rights treaties and Pacific Island countries Universal Periodic Review (UPR); and • Support the Team Leader with the work on the regional youth accountability mechanism. <p>This role falls under objective 2 of HRSD’s business plan which is described below.</p>
Date	March 2024

Organisational Context and Organisation Chart

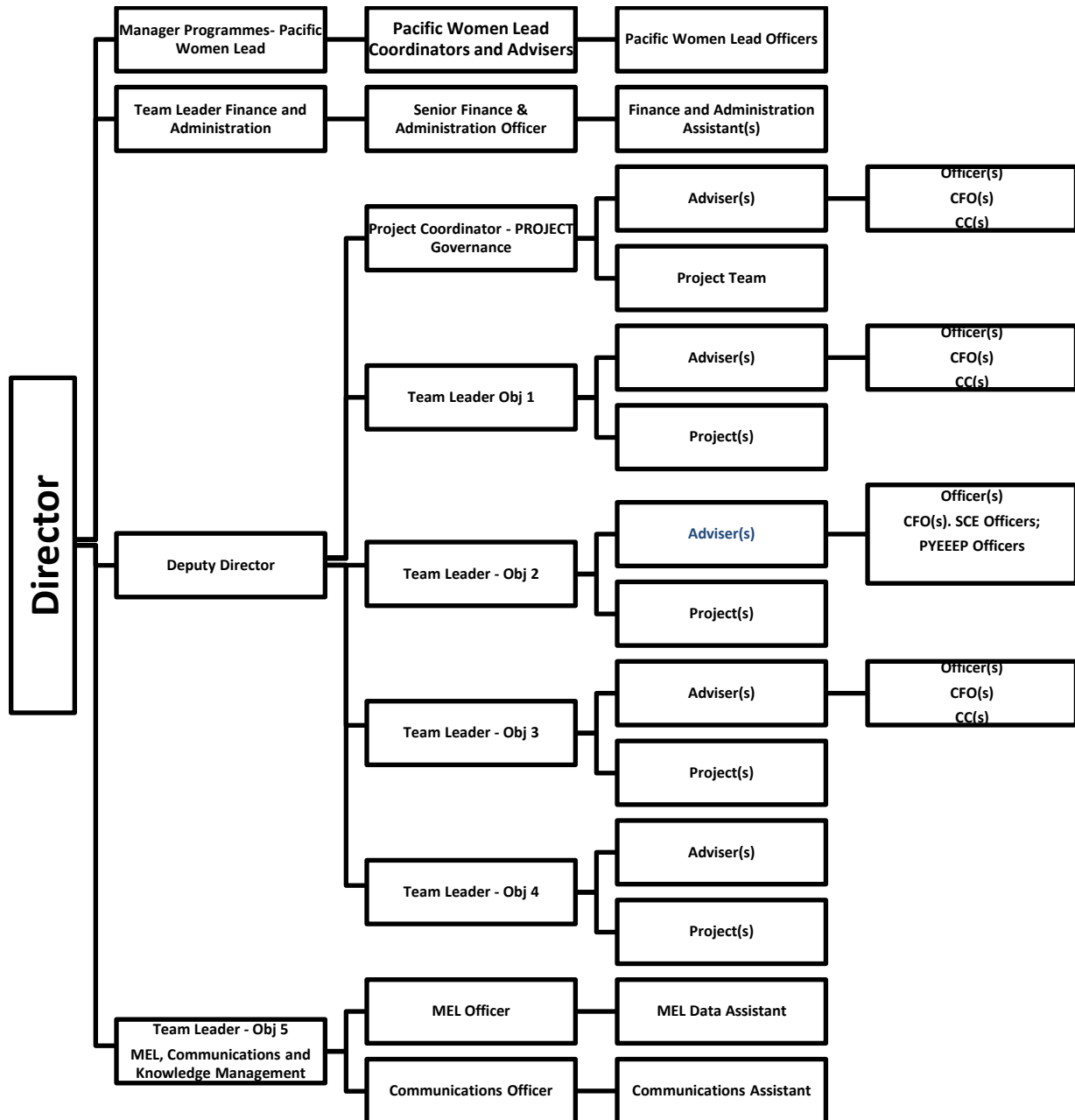
The vision of the Human Rights and Social Development Division (HRSD) is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

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: Co-management of the Pacific People Advancing Change (PPAC) Program – 50%
- KRA 2: Management of the CSO’s alternative human rights treaties and Pacific Island countries Universal Periodic Review (UPR) reporting program – 20%
- KRA 3: Assist the Team Leader with coordination of the Pacific Regional youth accountability mechanism – 20%
- KRA 4: Project management and people management – 10%

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: Co-management of the PPAC Program. (50%)</p> <ul style="list-style-type: none"> • Demonstrate sound leadership in co – managing the PPAC program. • Undertake regular project planning, prepare/ revise project annual work plans and budgets. • Co-lead and coordinate the day-to-day activities of the PPAC program and the PPAC small grants phase transition processes. • Co-lead the shortlisting, evaluation and granting process and take ownership of overall supervision of 1-2 PPAC countries. • Provide technical assistance to the CSO grantees to implement and deliver on human rights, gender and social inclusion commitments. • Identify the capacity building needs of the CSOs grantees. • Develop and deliver capacity building on human rights, GESI, proposal development, reporting and advocacy through multiple modalities. • Support the monitoring, evaluation and learning of the PPAC program. • Supervise PPAC staff as required. 	<ul style="list-style-type: none"> • PPAC team efficiency, moral and motivation maintained and enhanced, and staff performance appraised. • PPAC activities in the HRSD’s annual work plan implemented successfully, in a timely manner and within the budget. • Quality and timely technical assistance and capacity building delivered in response to the CSO grantees capacity needs identified, in consistent with annual work plan and the PPAC program requirements. • PPAC shortlisting, evaluation and granting processes are robust. • 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 grants agreement and SPC grants and procurement policy. • Quality MEL and reporting requirements are met timely. • PPAC staff have appropriate supervision, guidance, support and professional development.
<p>KRA 2: Management of the CSO’s alternative human rights treaties and Pacific Island countries Universal Periodic Review (UPR) reporting program. (20%)</p> <ul style="list-style-type: none"> • Demonstrate sound leadership in managing the CSO’s alternative human rights treaty reporting program. • Liaise with CSO stakeholders within SPC countries to develop and deliver capacity building on specific alternative human rights treaty reporting’s and UPR requirements. • Provide technical assistance to CSO stakeholders within SPC to draft specific alternative human rights treaty reports and the UPR reports as per the reporting guidelines provided by the relevant United Nation (UN) human rights treaty bodies and the Human Rights Council. 	<ul style="list-style-type: none"> • The HRSD alternative human rights treaties and UPR report program processes and systems are established. • Alternative human rights treaty and UPR team efficiency, moral and motivation maintained and enhanced, and staff performance appraised. • Quality and contextualized capacity building and skills development programmes, tools and guidelines are developed in the areas of alternative Human Rights treaty and UPR reporting. • The alternative human rights treaty and UPR activities in the HRSD’s annual work plan implemented successfully in a timely manner and within budget. • CSO’s successfully draft their reports and submit to the relevant UN human rights treaty bodies and Human Rights Council.

<ul style="list-style-type: none"> • Monitor and evaluate the capacity building delivered to meet desired outcomes. • Lead the day-to-day activities of the alternative Human Rights treaty and UPR reporting program. 	<ul style="list-style-type: none"> • Capacity building evaluation data demonstrate the increased in CSO's knowledge about the alternative Human Rights treaty and UPR reporting processes. • Timely completion of capacity building and skills development reports capturing evaluation data and lessons learnt.
<p>KRA 3: Support the Team Leader with technical assistance to the regional youth accountability mechanism. (20%)</p> <ul style="list-style-type: none"> • Research and provide policy papers pertaining to the development of the Pacific regional youth accountability mechanism. • Provide secretariat support to NYM's led-working groups, task forces and other technical committees to develop and implement the Youth accountability mechanism. • Support the TL in the provision of technical assistance and capacity building to officials of the Ministries of Youth to deliver on their commitments under the youth accountability mechanism. • Support the TL with the monitoring, evaluation and learning of the work around the youth accountability mechanism. 	<ul style="list-style-type: none"> • Quality and timely technical assistance and capacity building delivered to officials of the Ministries of youth about the youth accountability mechanism. • Quality MEL and reporting requirements are met in a timely manner.
<p>KRA 4: Project management and people management (10%)</p> <ul style="list-style-type: none"> • Effectively manage projects that deliver on the KRAs above. • Collaborate with in the Country Focal Officers (CFOs), PPAC officers and other in-country staff to develop implement, monitor and report against project, programmes and activities work plans and budgets. • Manage the leave approvals, management plans and performance appraisals of CFOs and PPAC officers as required. • Collaborate with CFOs and in country focal points to develop, implement, monitor and report against CFOs' work plans and budgets. 	<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 supervisor 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):

- Navigating diverse religious, political and cultural contexts to advance human rights and GESI.
- Managing work plan deliverables with remote staff visa vis line ministry's competing priorities.
- Providing technical advice and support for PICTs senior government officials and other leaders to advance human rights and GESI and supporting the NYMs with reporting that can be captured under the 2050 Blue Pacific strategy implementation plan.
- Continually adapting work delivery to respond to current and emerging human rights and GESI issues.
- Communicating complex human rights and GESI concepts to influence a wide range of audiences.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • PICTs youth focal points (minister level and lower) including CSOs. • 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 (T.A). • Delivering write-shops for shadow/alternate treaty reporting. • Negotiating, influencing and securing cooperation and collaboration • Engaging in communities of learning, information and practice • Representing SPC
Internal <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

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"> • Working with teams located remotely. • Demonstrated high level of emotional intelligence through work approaches. • Conducting research, including participatory research and mixed methods. • Organising 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 understanding processes for alternate reports to treaty bodies and ability to deliver high quality T.A
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:

- Grants management of PPAC grantee NGOs
- Technical Assistance to PICs National Youth Machineries and relevant stakeholders in the development of a regional accountability mechanism for youth development;
- Technical assistance to CSOs in regard to Treaty bodies alternate/shadow reporting;
- Any other thematic area of work, to be decided by the Director, HRSD in consultation with the Team Leader – Inclusive and Equitable Societies.