



JOB DESCRIPTION

Job Title	Programme Officer (Pacific Women Lead)
Division	Human Rights and Social Development Division (HRSD)
Location	Suva, Fiji
Line/Hiring Manager	Program Coordinator (Pacific Women Lead)
Direct Reports	0
Purpose of the role	The Program Officer will manage a portfolio of grants, provide technical advice, assistance, and capacity building under the Pacific Women Lead program and support planning, implementation, monitoring and reporting at country and regional level.
Date	February 2024

Organizational Context and Organization Chart

Under its Business Plan 2021-2025, the vision of the Human Rights and Social Development Division (HRSD) is for just, equitable and resilient Pacific societies. HRSD aims to achieve this vision by advancing human rights, gender 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.

Pacific Women Lead (PWL) is a new AUD 170 million Pacific regional development program, funded by the Australian Government. Commencing in 2021 for an initial period of five years, components of PWL will be managed and delivered by HRSD under its Business Plan and work programme for 2021-2025.

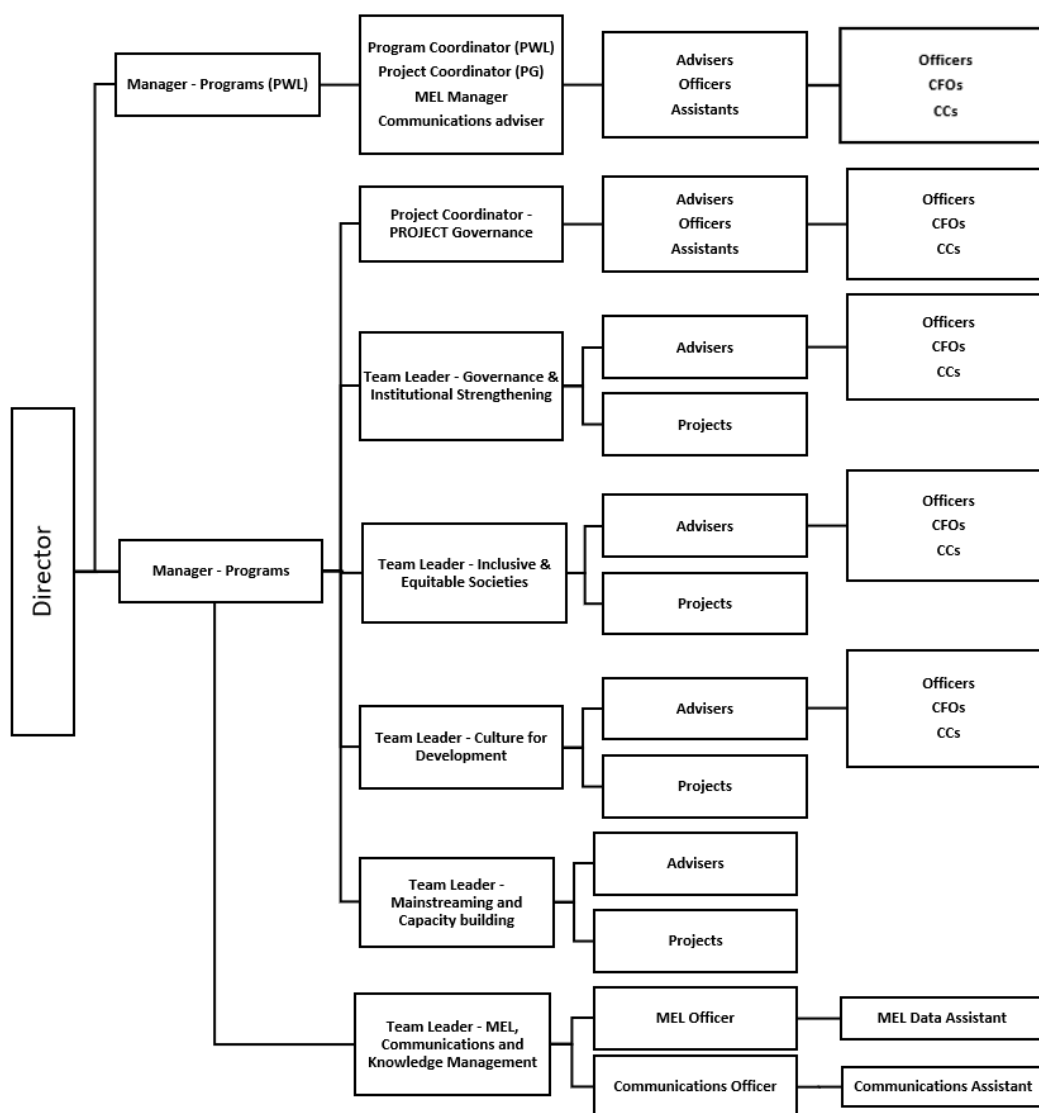
PWL comprises the implementation and management of several projects by the PWL team and a number of partners as well as the management of several grants by a number of partners.

The PWL program 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. The program is embedded in both a global and regional context for gender equality, including the global pandemic and its impacts in terms of deepening gender inequality in the Pacific. There are three end-of-program outcomes envisaged: (1) Women's leadership promoted; (2) Women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts.

A core principle of the program is that Pacific women will lead the program, define the problems, create solutions, and drive strategy through a Governance Board, with strong and diverse

membership from across the region. The program also recognises that success will depend on ensuring that all activities and actions are grounded in Pacific values and principles, and people centred approaches that reinforce values of gender equality with consideration of the diversity of women and girls.

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 specialist technical assistance and advice to support the development and implementation of the PWL program (40%)
- KRA#2:** Provide technical assistance and advice and support to PWL stakeholders (20%)
- KRA#3:** Provide coordination, logistical and financial support to the PWL program team (20%)
- KRA#4:** Stakeholder engagement, networking and coordination (10%)
- KRA#5:** Monitoring and evaluation (10%)

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

Jobholder is accountable for:	Jobholder is successful when:
<p>KRA#1: Provide specialist technical assistance and advice to support the development and implementation of the PWL program</p> <ul style="list-style-type: none"> • Work with the PWL program team to support the development and implementation of all regional and country program activities, a key component of which is project management, in accordance with the PWL program. • Manage a portfolio of PWL at SPC grants to Governments and CSOs in the Pacific • Establish links with relevant technical specialists, both within the Pacific and internationally, and draw on these to provide technical advice and inputs. • Support monitoring and reporting on PWL program activities. • Ensures all reports are of high quality and completed in a timely manner. 	<ul style="list-style-type: none"> • PWL program delivers timely results and complies with donor contracting and reporting obligations. • The program is well informed and resourced with specialist technical advice • The program is effectively and efficiently managed through grant management, coordination and communication across project partners, and the development and execution of annual work plans. • Key stakeholders and relevant SPC divisions receive timely and relevant technical assistance under the program.
<p>KRA#2: Provide technical assistance, advice and support to PWL stakeholders</p> <ul style="list-style-type: none"> • Support the identification of needs for development of gender equality and social inclusion capacities for PWL stakeholders. • Provide technical assistance, advice and support to stakeholders to build capacity in gender equality and social inclusion. • Promotes and represents the PWL program with key stakeholders. 	<ul style="list-style-type: none"> • Stakeholders' capacity in gender equality and social inclusion enhanced. • PWL program is broadly known, and key objectives understood across all partners and stakeholders. • Strong and effective relationships are established with a range of program stakeholders, including relevant government agencies and implementing partners.
<p>KRA#3: Provide coordination, logistical and financial support to the PWL program team</p> <ul style="list-style-type: none"> • Manage and coordinate regional activities and network meetings with program partners, in collaboration with PWL team. • Represents PWL program and HRSD at national, regional and international forums. • Collaborates with other gender advisory units across SPC. 	<ul style="list-style-type: none"> • Outcome documents of meetings and consultations positively reflect SPC interventions in relation to the PWL program. • Stakeholders continue to request information and support from HRSD in relation to the PWL program. • Stakeholders provide positive feedback through written and oral communications.
<p>KRA#4: Stakeholder engagement, networking and coordination</p> <ul style="list-style-type: none"> • Support stakeholder engagement, networking and coordination to advance divisional objectives at national, regional and institutional levels. • Engage in working groups, task forces and other technical committees. • Provide technical assistance to other SPC Divisions and other regional organizations on gender equality and social inclusion. 	<ul style="list-style-type: none"> • Partners are regularly informed of divisional work at country level. • New opportunities are identified to advance divisional objectives. • Stakeholders provide positive feedback through written and oral communications. • Division representation and inputs are acknowledged as required.

<p>KRA#5: Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Contribute to PWL reports. • Support monitoring, evaluation and learning for PWL activities. • Ensure accurate and timely reporting of all interventions including training and technical assistance. 	<ul style="list-style-type: none"> • MEL and reporting requirements around outcomes and impacts of activities are met. • Reports are of a high standard, evidenced by incorporation of information into PWL reports.
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Most Challenging Duties Typically Undertaken (Work Complexity):

- Coordinating effective delivery of multi-country program in different cultural environments
- Maintaining effective communication and coordination across the PWL teams and program partners
- Ensuring that all activities and actions are grounded in Pacific values and principles, and people centred approaches that reinforce values of gender equality

Level of Delegation:

Overall Operational Budget managed by the role: Nil
 Budget Sign off Authority without requiring approval from direct supervisor: Nil

Functional Relationships & Relationship 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"> • Funding and strategic partners • DFAT • Pacific Women Advisory Board • PICTs national ministries and social service providers • Other regional or international development agencies • Civil Society organizations including women’s groups; social enterprises; academia or research institutions; Statutory and State institutions; and national and regional coalitions for gender equality • Consultants 	<ul style="list-style-type: none"> • Reporting (activity/outcome and financial), various committees and working groups • Coordination and delivery of work Program, including technical assistance
<p>Internal</p> <ul style="list-style-type: none"> • Division Director • Division Team Leaders • Division team (reporting line) • Other SPC Technical Divisions and Programs • OMD, including SPL and other internal support • Director Communications 	<ul style="list-style-type: none"> • Reporting (activity/outcome and financial) Program delivery against outcomes • Integrated programming and supporting the People Centred Approach • Finance, MEL, results reporting • Mentoring and support, facilitation, conflict resolution.

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> A Bachelor's degree in in gender studies, development, social sciences, program management or a related discipline. 	

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least seven years' experience in a similar role. Demonstrated understanding and analysis of contemporary gender issues in the Pacific at both regional and country level; ability to contextualise gender issues. Knowledge of organisations (including civil society, government, and private sector) and individual leaders working in various areas of gender equality and issues affecting women across the Pacific. Demonstrated capacity to interact with various stakeholders and facilitate linkages between organisations. Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations. Excellent written and oral communication skills in English, with strong writing ability at a project donor reporting level. Proven record of accomplishment in coordination and partnership building with donors, governments, development partners and civil society. Demonstrated understanding and knowledge of Pacific cultural values and international human rights principles and standards. Pacific experience and an in-depth understanding of the human rights (including violence against women), good governance and development challenges in the region. 	<ul style="list-style-type: none"> Strong program management skills, with experience in a development context. Skills in applying a rights-based approach and perspective. Background in VAW, GBV, gender equality and justice, disability rights consistent with human rights principles. Ability to speak one or more Pacific Island languages. French language speaker is an advantage

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, and youth development programs and technical assistance. • Applied knowledge of national, regional and international human rights, gender and social inclusion, and youth development 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.
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 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.