



## JOB DESCRIPTION

<b>Job Title</b>	<b>Research Assistant</b>
<b>Division</b>	Human Rights and Social Development (HRSD)
<b>Location</b>	Suva, Fiji
<b>Line/Hiring Manager</b>	MEL Manager (Pacific Women Lead)
<b>Purpose of role</b>	The Research Assistant will manage the Toksave Pacific Gender Resource. This role will implement Toksave-related activities under SPC's Pacific Women Lead (PWL at SPC) program, including technical assistance as required for PWL research activities. There will be opportunities to learn and develop in this role, including building technical and operational skills in line with skills development within the organization.
<b>Date</b>	February 2024

### Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting development since 1947. It is an international development organization owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, SPC works across more than 20 sectors and is known for our knowledge and innovations.

The Human Rights and Social Development (HRSD) Division leads SPC's work program in the areas of human rights, gender equality and social inclusion, youth for development and culture for development. Under its Business Plan 2021-2026, the vision of the Human Rights and Social Development Division 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.

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 AUD170 million Pacific regional development program, funded by the Australian Government. Commencing in 2021 for an initial period of five years, components of PWL are managed and delivered by HRSD under its Business Plan and work programme for 2021-2026.

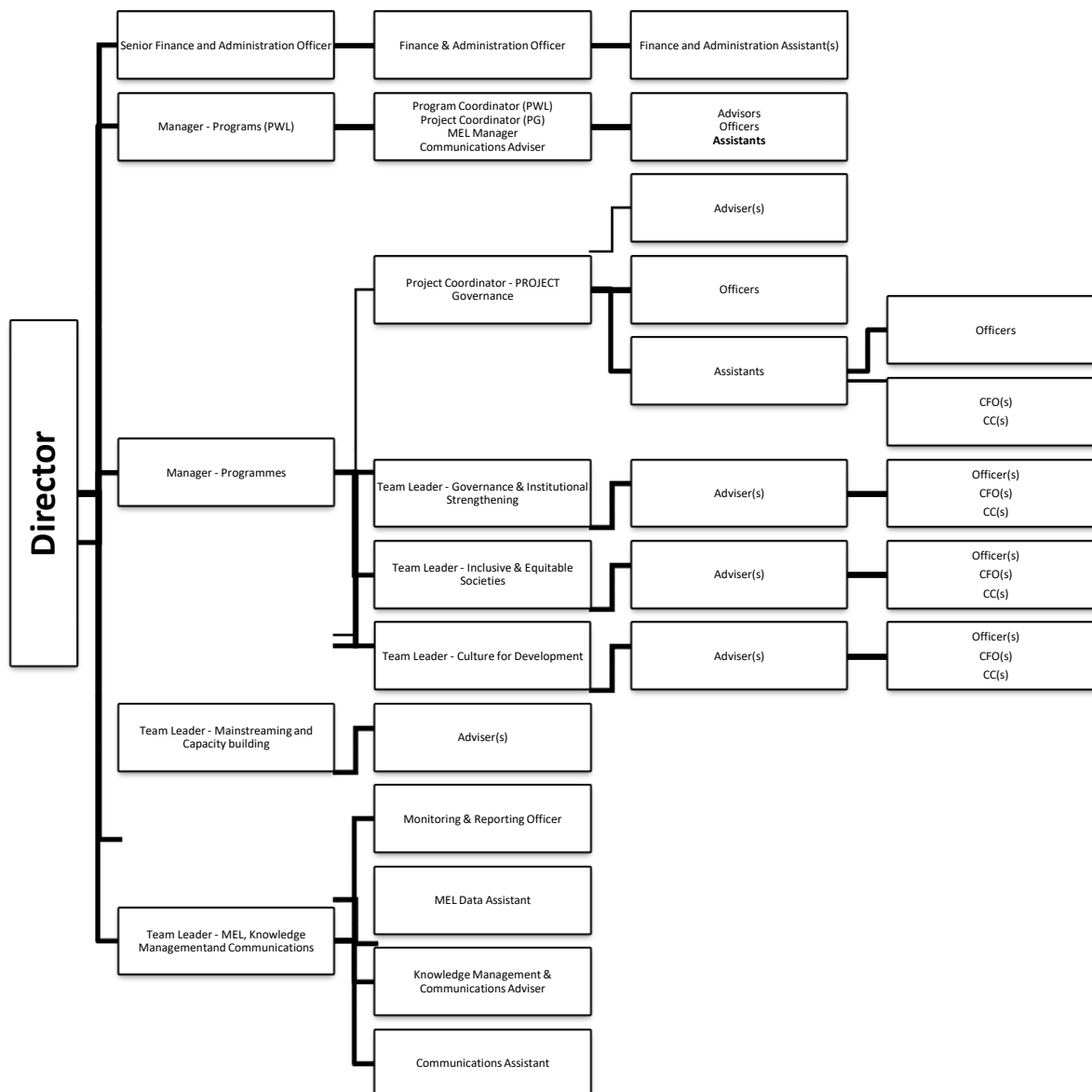
PWL at SPC comprises the implementation and management of several projects by the PWL at SPC team under HRSD and partners and the management of several partner grants.

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 realized; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts. PWL at SPC's strategies to achieve these outcomes include Pacific-led innovation for gender equality, programme learning and convening, and partnerships for gender equality.

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 Governance Board oversees program monitoring and evaluation at a high level.

The program also recognizes 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.

By being a part of the Monitoring, Evaluation and Learning (MEL) and Research team for PWL at SPC, the Research Assistant will directly report to the MEL Manager of PWL at SPC, as well as any additional support to be provided to the Research Officer and the PWL at SPC team.



**Key Result Areas (KRAs):**

**Key Result Area 1:** Support delivery of the PWL at SPC Research Strategy (30%)

**Key Result Area 2:** Communication (30%)

**Key Result Area 3:** Outreach (20%)

**Key Result Area 4:** Website management and administration (20%)

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA#1: Support delivery of the PWL at SPC Research Strategy</b></p> <ul style="list-style-type: none"> <li>Support the delivery of the PWL at SPC Research Strategy by providing support for publications, coordination of events and capacity building opportunities for emerging Pacific women researchers.</li> <li>Work closely with the PWL at SPC Research Officer and other research mechanisms in HRSD to ensure timely and appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Research strategy workplan activities are delivered in a high-quality and efficient manner</li> <li>High quality and relevant information is provided to PWL at SPC and HRSD colleagues to support with their activities</li> </ul>

<p>information is gathered to support PWL at SPC events.</p> <ul style="list-style-type: none"> <li>• Support the PWL at SPC and HRSD team with any additional research-related requests and support that might be required.</li> </ul>	
<p><b>KRA#2: Communication</b></p> <ul style="list-style-type: none"> <li>• Support Toksave’s communications strategy which includes: <ul style="list-style-type: none"> <li>○ Weekly automated emails highlighting new research - sent to members and newsletter subscribers</li> <li>○ Ad hoc emails notifying the community of new events added to Toksave’s What’s On page</li> <li>○ Posting information and updates through Toksave’s Facebook and Twitter accounts.</li> </ul> </li> <li>• Respond to queries submitted through the Toksave web form, email or social media messages.</li> <li>• Collaboration and communication with the Toksave Reference Group which includes support for Reference Group meetings and panel group discussions, managing a directory of researchers, practitioners and stakeholders and catalogue.</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly newsletters are sent to members</li> <li>• Social media accounts are updated weekly</li> <li>• Events are updated on the website and shared with members.</li> <li>• Queries received are addressed in a timely manner.</li> <li>• Successful Toksave Reference Group meetings.</li> <li>• Updated directory and Toksave catalogue.</li> </ul>
<p><b>KRA#3: Outreach</b></p> <ul style="list-style-type: none"> <li>• Contact and network with Pacific gender researchers to increase Toksave’s membership and submissions.</li> <li>• Coordinate Toksave branded events such as panel discussions and forums, focusing on the latest Pacific gender research and lessons from implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased engagement on Toksave</li> <li>• Positive feedback from Toksave outreach activities.</li> </ul>
<p><b>KRA #4: Website Management and Administration</b></p> <ul style="list-style-type: none"> <li>• Use the existing, user-friendly Content Management System (CMS) to develop and publish content to the website, while working with the external technical web supplier to oversee any maintenance or coordination required for the back end of the website.</li> <li>• Write content and gather images and infographics for populating the website.</li> <li>• Website content management including updating and maintaining the content and researchers to ensure adherence to the portal’s guidelines.</li> <li>• Work closely with service providers such as website developers, website hosting and other administrative requirements.</li> <li>• User Support</li> </ul>	<ul style="list-style-type: none"> <li>• The website is successfully managed and updated on an as-needs basis.</li> <li>• Relevant services by service providers are conducted in a timely manner and are of high quality.</li> </ul>

### Most Challenging Duties Typically Undertaken (Work Complexity):

- Continual effective management and administration of Toksave Pacific Gender Resource.
- Maintaining effective communication and coordination across the PWL at SPC team and program partners and HRSD in relation to Toksave.

### Functional Relationships & Relationship Skills:

Key internal and / or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• Toksave Reference Group</li> <li>• Toksave members</li> <li>• PWL portfolio stakeholders, including the PWL Governance Board</li> <li>• Other external stakeholders for Toksave</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting activities, various committees and working groups</li> <li>• Providing information</li> <li>• Managing relationships</li> <li>• Representing SPC and the PWL portfolio</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• PWL at SPC Team</li> <li>• HRSD Team</li> <li>• Other SPC Technical Divisions and programmes, including Pacific Data Hub.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a collaborative way</li> <li>• Seeking and identifying opportunities to support activities and programming</li> </ul>

### Person Specifications:

#### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• A bachelor's degree in a relevant field such as gender, social policy development studies, communications or information systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Undergraduate qualification in a related discipline</li> <li>•</li> </ul>

#### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 3-4 years' experience in a related field.</li> <li>• Experience in managing media content, including social media.</li> <li>• Experience in managing and working on websites/data management.</li> <li>• Experience in coordinating events, both online and face to face.</li> <li>• MS program suite including Excel, Word and PowerPoint.</li> <li>• Familiarity with graphic design tools.</li> <li>• Interpersonal skills.</li> <li>• Strong written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in using various social media platforms, both on the back and front end.</li> <li>• Experience in website and/or data management and working with various web providers.</li> <li>• Experience in developing capacity building activities for students or emerging researchers</li> <li>• Experience and familiarity with the MS program suite including Excel, Word and PowerPoint.</li> <li>• Ability to create engaging and visually appealing content through the use of</li> </ul>

	<p>graphic design tools such as Adobe Photoshop or Canva.</p> <ul style="list-style-type: none"> <li>• High level interpersonal skills, and ability to work in a multi-disciplinary and cross-cultural team.</li> <li>• Strong written communication skills to craft compelling captions, response to comments, and engage with the audience.</li> <li>• A solution-focused mindset.</li> </ul>
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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"> <li>• Experience with the MS program suite including Excel, Word and PowerPoint.</li> <li>• Experience with working with web platforms, including websites.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• High-level communication skills</li> <li>• Ability to meet deadlines</li> <li>• Cultural, political and religious sensitivities</li> <li>• Critical thinking, solutions focused, innovative thinking</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Social media skills</li> <li>• Graphic designing skills</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Human rights, ending violence against women and gender equality programmes</li> <li>• SPC human rights and social development work in the region</li> </ul>

### Key Behaviours

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

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement
- Leadership
- Promotion of Equity and Equality
- Teamwork
- Supervision/Management (for managers only)

### 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.*

