

- Suva-based position (Fiji)
- Attractive expatriate package
- Join the principal development organisation in the region

The Pacific Community (SPC) invites applications for the position of **Programme Officer (x2)** within its Human Rights and Social Development Division.
This position will be located at its regional office in Suva, Fiji.

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Human Rights and Social Development Division** has a vision 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. The work of this Division includes work previously undertaken by the Regional Rights Resource Team (RRRT) around human rights and the Social Development Programme (SDP) in the areas of gender equality and social inclusion, culture and youth development.

In line with its vision, the work of the Division will encompass the following focal areas:

- **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:** mobilize, 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: Social innovation and learning:** enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

The role – **Programme Officer** will 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.

The key responsibilities of the role include the following:

Provide specialist technical assistance and advice to support the development and implementation of the Pacific Women Lead (PWL) program

- Work with the Pacific Women Lead (PWL) program team to support the development and implementation of all regional and country program activities in accordance with the Pacific Women Lead (PWL) program

Provide technical assistance, advice and support to Pacific Women Lead (PWL) stakeholders

- Support the identification of needs for development of gender equality and social inclusion capacities for Pacific Women Lead (PWL) stakeholders

Provide coordination, logistical and financial support to the Pacific Women Lead (PWL) program team

- Manage and coordinate regional activities and network meetings with program partners, in collaboration with Pacific Women Lead (PWL) team

Stakeholder engagement, networking and coordination

- Support stakeholder engagement, networking and coordination to advance divisional objectives at national, regional and institutional levels

Monitoring and Evaluation

- Support monitoring, evaluation and learning for Pacific Women Lead (PWL) activities

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- A Bachelor's degree in gender studies, development, social sciences, program management or a related discipline from a recognised university

Knowledge and experience

- At least 5 years' experience in a similar role 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.

Essential skills

- 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
- Demonstrated understanding and knowledge of Pacific cultural values and international human rights principles and standards
- Proven record of accomplishment in coordination and partnership building with donors, governments, development partners and civil society
- Pacific experience and an in-depth understanding of the human rights (including violence against women), good governance and development challenges in the region

Language skills

- Excellent written and oral communication skills in English, with strong writing ability at a donor project reporting level

Interpersonal skills and cultural awareness

- Significant communication skills and experience working in a multi-disciplinary and cross-cultural team
- Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations

Salary, terms and conditions

Contract Duration – 3 years – subject to renewal depending on funding and performance

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – the **Programme Officer** is a Band 9 position in SPC's 2022 salary scale, with a starting salary range of 2,229–2,786 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,575–8,218 (USD 3,187–3,984; EUR 2,675–3,343). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,350–3,000 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 12 August 2022 – 11:59 pm (Fiji time)

Job Reference: KK000011

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided. Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to the Fijian Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

Screening questions (maximum of 2,000 characters per question):

1. The position includes convening in country meetings with partners based in each Pacific Island country and representing different agencies. Could you share the key steps you would undertake to coordinate this meeting?
2. Please share the values that guide your actions when working in a team consisting of persons, with different work experience and from different socio-cultural backgrounds. Please provide an example of how you successfully worked with a difficult work colleague or in a challenging team.
3. Please share an example of how you establish and grow working relationships with partners.
4. What do you know about the work of Human Rights and Social Development (HRSD) Division and why do you think you are best suited for this position?