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**JOB DESCRIPTION**

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| **Job Title** | Director – Human and Social Development |
| **Division** | Human and Social Development |
| **Location** | Suva - Fiji |
| **Line/Hiring Manager** | Deputy Director General – Suva |
| **Number of Direct Reports** | 3-4 direct reports - overall responsibility for 55 staff (variable) |
| **Purpose of role** | The Director will manage the work of the Human and Social Development Division, including overseeing the management of all programmes and projects in the area of human rights, gender equality, culture, and youth development. The role will oversee the management of research, monitoring, evaluation and learning to inform policy and interventions to advance national and regional priorities on human rights, gender equality, culture and youth, in alignment with the global commitments of Pacific member states. |
| **Date** | April 2020 |

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| **Organisational Context** |

The vision of the Human 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.

The work of this Division includes work previously undertaken by the Regional Rights Resource Team (RRRT) in the area of human rights and the Social Development Programme (SDP) in the areas of gender equality, culture and youth development.

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

* Focus area 1 – **Responsive Pacific Island Countries and Territories on Human Rights and GESI** – Support Pacific Island Countries and Territories (PICTs) to be responsive in delivery on their human rights and gender equality and social inclusion (GESI) commitments.
* Focus area 2 – **GESI and Youth Development** – Support Pacific people to realise the benefits of human rights and GESI commitments through strengthening capabilities, creating opportunities for empowerment, and transforming behaviour and practice.
* Focus area 3 – **Cultural Development** – Promote, preserve and protect positive expressions of cultural heritage, including Pacific indigenous knowledge, values, languages, traditions and creative arts.
* Focus area 4 – **Social Innovation and Learning** – Enhance knowledge, research and innovative solutions for social development.

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| **Organisation Chart** |

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| K**ey Result Areas (KRAs):** |

*The Key Result Areas (KRAs) for the Director are:*

1. Strategic planning, policy and programming advice
2. Leadership and people management
3. Programme management, integrated programming and mainstreaming
4. Fundraising and resource mobilisation
5. Stakeholder engagement and relationship management

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

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| **Jobholder is accountable for:** | **Jobholder is successful when:** |
| **KRA 1: Strategic planning, policy and programming advice**   * Undertake strategic planning to ensure that the work of the Division meets the needs of SPC programmes, member governments, partners and other clients and stakeholders. * Provides strategic and high level technical advice along with leadership to the Division and SPC (including the senior leadership team), the senior programming team, programme divisions, governments and regional, international and civil society partners with respect to planning, policy and programming in human rights and social development (GESI, youth and cultural development). * Leads the development of the Division’s business plans, annual work plans, monitoring and evaluation plans, strategies and policies. * Contributes to national and regional strategies / plans, policies, declarations and frameworks in ways that advance human rights and social development. * Provide vision and leadership to the programme and strategic policy advice on broader regional human rights and social development issues. * Leads and contributes to the development, implementation, monitoring and reporting of national, regional policies and plans which advance human rights, gender equality, culture and youth development in alignment with the relevant global policies and frameworks. | The Division’s business plans, annual work plans, and strategies and policies:   * reflect the vision and thematic priorities of the Division * respond to the human rights and social development priorities of the region and SPC members * are aligned with SPC strategic plans as well as with relevant strategies, declarations and frameworks are endorsed by partners and stakeholders * financial and technical resourcing is secured to support the design, implementation and reporting of division’s business plan and are finalised in a timely manner * SPC members continue to request technical assistance from the Division and provide positive feedback to the technical assistance provided. * SPC strategic plans, policies and programming include human rights and social development dimensions. * The Division consistently receives invitations to contribute to national and regional strategies / plans, policies, declarations and frameworks. * Growing acceptance of human rights and social development across the Pacific region, including as reflected in national and regional strategies / plans, policies, declarations and frameworks. * Strategic position and policy papers on social issues developed; contribution made to broader regional social policy, initiatives and development discussions. * Programmes and project work plans are aligned to national, regional and global frameworks, policies and plans which support the advancement of human rights, gender equality, culture and youth development. |
| **KRA 2: Leadership and people management**   * Ensures a positive working environment that is conducive to intra-divisional collaboration and quality work outputs and outcomes. Support and promote health, safety and staff well-being. * Participates and contributes in the SPC Senior Leadership Team. * Champions SPC corporate policies and decisions at the Divisional level. * Leads the Division on organisational issues. * Manage the transition of the new division through regular staff engagement, mentoring, coaching, and providing role clarity and direction. * Manage human resources including the recruitment process and implementation of the SPC staff performance planning and management system. Ensuring training and professional development opportunities are available for staff. * Manage the overall financial resources including the divisional budget, donor reporting processes in line with project and programme management requirements. * Supports the wider SPC-corporate policy actions to address organisational risk and compliance. | * Staff demonstrate the capacity to assume increasing responsibilities over time. * The necessary human resources are available to implement the Division’s work programme. * Employees are engaged, well-led and understand their roles and work priorities. * Performance or delivery issues are identified and addressed through coaching or intervention in a timely manner * Resourcing invested in staff wellbeing and professional and personal development. * Staff well-being and cohesion is supported * The Division is managed within budget and all resources are well managed. * Programme activities are implemented according to annual work plan and within budget; amount of additional resources mobilised. * Positive feedback from donors on programme/project progress and reporting. * Staff performance planning and appraisals completed in a timely manner. |
| **KRA 3: Programme management, integrated programming and mainstreaming**   * Ensures the Division implements its work programme: * as detailed in its business plans and annual work plans * to a high quality * in accordance with relevant budgets and donor funding agreements, including with respect to reporting; and * consistent with processes and procedures of SPC and partners and stakeholders (including as they relate to finance and procurement). * Ensures the mainstreaming of the ‘People-Centred Approach’ across SPC as part of integrated programming. * Ensures the Division has sufficient resources (human, financial and other) with the requisite level of knowledge and skills to implement and deliver its work programme. * Ensures the Division has a monitoring and evaluation system that is robust and fit for assessing its work programme. * Ensures the learnings from programme implementation and applied research inform the design and implementation of future work programmes. * Oversees the management and reporting of divisional outputs and outcomes to internal and external stakeholders. * Actively contributes to design and execution of integrated programmes and projects at SPC. * Ensure the application of Pacific approaches to capacity building to support the achievement of the division and SPC’s organizational outcomes. SPC are informed by Pacific approaches. * Progress and deliver capacity building and mainstreaming programmes and activities to promote cross-divisional and cross-agency collaboration. * Through learning from programme implementation, applied research and partner collaboration, identify new and innovative programmes approaches and interventions to support advancing human rights-based approaches, gender equality, culture and youth development. | * The Division delivers on its work programme as detailed its business plans and annual work plans, in a timely manner and consistent with its budgets. * The Division’s monitoring and evaluation system confirms the delivery of quality outputs and outcomes and the achievement of objectives, KRAs and KPIs as detailed in the business plans and annual work plans, including through positive feedback from stakeholders. * The Division reports to stakeholders and partners in a timely manner and in accordance with reporting and financial requirements. * The People-Centred Approach is integrated into programmes and projects across SPC. * The Division continues to receive requests for technical assistance from stakeholders, especially SPC members, and funding support from donors. * Programmes and project reporting to stakeholders and partners are timely and aligned to the reporting requirements of partners and members. * Human rights, gender equality, culture and youth development priorities are reflected and costed in integrated projects and programmes. * Project and programmes monitoring and evaluation frameworks and plans are aligned to divisional, national and regional priorities.      * Cross-programmes/divisional projects, activities and country missions are planned and executed. * Increased cross-divisional and programmes engagement through joints projects, activities and missions. * Financial and technical capacity is secured for research, capacity building and mainstreaming activities. |
| **KRA 4: Fundraising and resource mobilisation**   * Lead the development of a fundraising and resource mobilisation strategy/ plan which is aligned to the division’s business plan and programmes priorities. * Facilitate capacity building on mobilising resources for thematic areas (human rights, gender equality, culture and youth development). | * Fundraising and resource mobilisation strategy/plan is developed and approved.      * Resources secured to support capacity building for programmes/project fundraising. * New donors/partners secured through approved project/programmes funding. |
| **KRA 5: Stakeholder engagement and relationship management**   * Establishes and maintains donor relations and leads negotiations for fundraising and resource mobilisation. * Represents SPC and the Human and Social Development Division effectively at national, regional and international forums / other meetings as required. * Enhances the division and SPC’s visibility through representation and delivery of papers and presentations * Strengthen SPC and donor partnerships through strategic communications and visibility of divisional and programmes outcomes. * Represent SPC at national, regional and international fora as and when required by the Director General and Deputy Director General. | * SPC’s reputation as the leading human rights programmes in the Pacific is preserved evidenced by requests for assistance by PICT governments, donor support and international / regional requests. * The division features on gender, culture and youth development the regional and international human rights agendas of leading organisations. * Increased regional project and programmes funding for human rights, gender, culture and youth development through new or existing partnerships. * SPC Human and Social Development Division continues to present high quality and well researched papers and presentations at regional, national and international forums * Positive feedback on representational tasks and responsibilities. |

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

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| **Most Challenging Duties Typically Undertaken (Work Complexity):** |

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| * Development of a new multi-year divisional business plan and securing new resourcing during and post global and regional economic, political and environmental crises. * Managing the integration of human rights and social development issues into the diverse range of scientific and technical work that SPC does (e.g. agriculture, fisheries, climate change, energy, education etc.); this requires staff to rapidly develop a level of technical/sectoral understanding in order to contribute meaningful social development approaches. * Coordinating and keeping pace with a wide range of issues, partners and stakeholders, including developments in the advancement of human rights and social development issues and initiatives at national level across the SPC membership and at regional level across CROP and development partners. * Navigating and managing changes in government administrations and political agenda. * Managing organisation, members and partners expectations during and post global and regional economic, political and environmental crises. * Leading team cohesion through joint planning, regular team meetings and team building initiatives. * Working with two new teams to actively engage in the development of a new divisional business plan and monitoring and evaluation framework. * Mobilising resourcing from non-traditional donors and partners to support work programmes. * Managing the diverse work programmes and managing multiple teams implementing a suite of diverse thematic programmes and projects. |

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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **Key External Contacts:** SPC member countries and territories, national ministries or agencies leading human rights, gender, culture and youth issuesNational Statistics Office (NSOs) and Ministry of Finance and PlanningAcademic and Research InstitutionsCivil Society and Non-State Actors (NSAs)Key development partners include: Pacific Islands Forum Secretariat (PIFS), Australian Government Department of Foreign Affairs and Trade (DFAT), New Zealand Ministry of Foreign Affairs and Trade (MFAT), Swedish International Development Cooperation Agency (SIDA), UN agencies notably UNESCO, UNFPA, UN Women, the Asian Development Bank and the European UnionConsultants and technical experts | Responding to requests for technical assistance and trainingImplementation and resourcing for the Division’s Business PlanContributions to CROP and partner reports, policies and plansJoint initiatives, e.g. policy papers, joint programmes initiatives, monitoring, preparation for events; provision of advice and information; development partner networkingProject or programme design or preparation and reportingReview of TORs, tenders and oversee contract management |

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| **Key internal contacts:**   * Senior Leadership Team (SLT) * Divisional Staff * SPC Programmes and Project Managers * Strategic Planning and Learning (SPL) Unit * SPC Corporate Services and other support services | * Reports on the Division’s programmes and projects outputs/outcomes, financial and human resource updates * Facilitating meetings and information sharing across programmes, projects, divisions and agencies * Contribution to the Division’s strategic plan, annual work plans and programmes initiatives; personal performance plans * Technical advice for integrated programming and integration of human rights and social development into new projects and programmes * Planning and execution of joint divisional or programmes activities (country missions, trainings; workshops, meetings, publications) * Recruitment and staffing advice |

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| Level of Delegation: |

Routine Expenditure Budget/*Overall operational budget managed by the role:* €5.6 million

Budget Sign off Authority without requiring approval from direct supervisor: *€*45,000

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| **Person Specifications:** |

**Qualifications**

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| **Essential:** | **Desirable:** |
| Masters level degree in human rights law, development, sociology or other relevant subject related to human rights, development studies, or gender | Qualification in business and/or people management and risk management |

**Knowledge/Experience**

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| **Essential:** | **Desirable:** |
| * At least 10 years of experience in human rights or social development. * At least 10 years of demonstrated senior management experience, including personnel, project and financial management. * Highly developed leadership and planning skills. * Demonstrated experience with the raising of external funding. * Demonstrated ability to network, communicate and represent effectively at national, regional and international levels. * Knowledge of key global and regional frameworks and plans for human rights and social development, particularly in gender, culture and youth development. * Knowledge and experience of the socio-political situations, government systems and public policy processes in Pacific Island Countries and Territories. * Experience in working with UN agencies, development partners, NGOs, civil society organisations in the Pacific region. * Cross-cultural skills and the ability to work with team members from different cultural backgrounds. | * Experience in representation in regional or international meetings. * Good reputation regionally or internationally amongst relevant sectoral peers. * Extensive work experience in developing countries. * Demonstrated experience in managing change management in a sustainable development context. * Experience in managing and coordination of integrated, multi-sector and multi-disciplinary programmes. * 10 years or more experience in project or programme management. |

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | * Demonstrated strong management of multidisciplinary and multi-cultural teams. * Understanding of human rights and social development issues in the Pacific region   and regional and national mechanisms for addressing these issues.   * Recognised professional/technical skills and past contributions in at least one of the programmes key subject matter areas such human rights and social development, gender, culture and youth development. |
| Advanced level | * Programme management skills including financial management. * People management and team leadership. * Policy development skills. * Communication, networking and presentation skills. * Understanding of development partner/donor priorities and processes for accessing and managing funds in the Pacific region. |
| Working Knowledge | * Good understanding of most subject matter areas covered by the Division. * Understanding the value of communications and branding in supporting organisational and divisional priorities and outcomes. |
| Awareness | * SPC corporate policy and administrative procedures. * Understanding and awareness of cultural nuances. |

**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

**Personal Attributes**

* + High level of professional integrity and ethics
  + Friendly demeanour
  + Demonstrated high level commitment to customer service

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| **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.

**Approved:**

Manager/Supervisor Date

Employee Date