



Pacific
Community
Communauté
du Pacifique

The Pacific Community (SPC) invites applications for the position of **Governance Adviser - Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific Project** 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 organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, 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) in the area of 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:** 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: Social innovation and learning:** enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

The role – **Governance Adviser - PROJECT Governance** serves as the Deputy Chief of Party for PROJECT Governance and will be responsible for supporting the Chief of Party with their responsibility for the overall leadership of the ‘Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific’ (‘PROJECT Governance’) project. A key component of the Governance Adviser role is to deliver on the operational aspects of the project.

The key responsibilities of the role include:

- Operational aspects of project delivery and management
- Strategic planning, policy and programming advice
- Stakeholder engagement, networking and coordination
- Operational aspects of technical assistance to mainstreaming a People-centred Approach to development

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

Key selection criteria

Qualifications

- A bachelor’s degree in a relevant field such as public administration, economics, business, law or social sciences

Knowledge and experience

- At least 10 years of progressively responsible professional development as well as experience and expertise in supporting democratic governance reforms
- Experience working with counterparts at various levels of government and the non-government sector in managing international development assistance projects
- Advanced knowledge of democratic governance and human rights standards, systems, frameworks and strategies
- Familiarity with Pacific Island countries and territories commitments to human rights and democratic governance at the national, regional and international levels

Essential skills

- Leadership and management skills, including staff performance management and leading teams working remotely across multiple locations
- Programme/Project management skills
- Communication, coordination, report writing, and relationship building skills
- Ability to rapidly assimilate 'new' information and perform critical, robust and inclusive assessments of alternative strategies and options
- Ability to conduct financial and results-based reporting requirements for SPC and for donor partners
- Mediation and negotiation skills
- Good ethics, including implementation of 'do no harm' principles
- Presentation and facilitation skills

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment

Salary, terms and conditions

Contract Duration – 3 years

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 **Governance Adviser - PROJECT Governance** is a Band 11 position in SPC's 2022 salary scale, with a starting salary range of 3,015–3,769 SDR (special drawing rights) per month, which currently converts to approximately FJD 8,896–11,120 (USD 4,312–5,390; EUR 3,619–4,523). 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 bilingualism, 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 Privacy Policy.

Application procedure

Closing Date – 18 April 2022 at 11:45pm Fiji time

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

Please ensure your documents are in Microsoft Word or Adobe PDF format.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

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. The Pacific Community does not support dual spouse employment.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

1. Please define good governance and provide an example of when you have been able to institute democratic governance reforms, preferably within the Pacific context.

2. Please identify three priority areas of democratic governance in the Pacific that require reform and strengthening. Select one and briefly outline how you would establish a good governance framework and approach in this area.
3. Please identify the three most important aspects of project management and detail an example of when you have been in charge of a large project.