

- Tonga-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Gender Equality and Social Inclusion Adviser** within the Human Rights and Social Development (HRSD) located in Tonga.*

## 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 (HRSD) Division** has a vision for just, equitable and resilient Pacific societies. 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.

**The role – the Gender Equality and Social Inclusion Adviser** will be responsible for the coordination, advice, implementation and reporting of national and international gender equality commitments and obligations. The role will also build the technical capabilities in WAD in a team capacity development mode.

**The key responsibilities of the role include the following:**

**Strengthen leadership, technical, and organisational capabilities in gender transformative and social inclusion strategies in the COVID-19 recovery environment to reduce long-term negative impacts on women's safety, health, social and economic security.**

- Develop work plan which outlines the specific interventions to be provided by the GESI Adviser.
- Provide targeted skills development and mentoring support in gender analysis and GESI mainstreaming to identified stakeholders.
- Strengthen systems for implementing, tracking, and reporting on gender mainstreaming and social inclusion.
- Collaborate with DFAT Tonga Post staff to embed gender equality and social inclusion outcomes across the Australian development cooperation program in Tonga.
- Establish an advisory group with the Tonga post consisting of all focal points of DFAT funded gender programmes across Ministries.

**Provide technical assistance, institutional strengthening and capacity development to strengthen government capabilities and PWL implementing partner capabilities, to progress national GESI commitments, policy, legislation, plans and programs.**

- Provide advice, technical assistance, and virtual training, coaching, and mentoring to the technical staff working in gender mainstreaming.
- Provide technical assistance to support strengthened partnerships for gender equality between key stakeholders.
- Support Women's Affairs and Gender Equality Department to monitor progress in the implementation and revision of the Women's empowerment National Gender Equality of Tonga Policy and CEDAW.
- Assist WAGED and the Tonga Statistics Department to improve gender and social inclusion data management systems.

**Strengthen government and civil society capacity to implement community education and social norms change programs about COVID-19 and gender equality.**

- Assist WAD and relevant civil society organisations to design and implement GESI community awareness activities.
- Ensure skills transfer, coaching and mentoring to GAD counterparts and other relevant partners.
- Conduct community consultations and awareness raising on appropriate policies.

**Support the capacity of WAD and PWL partners to develop and implement gender transformative and responsive policies, programs and projects across development sectors in the region.**

- Develop a portfolio of gender mainstreaming tools and test its usability with key stakeholders as required.
- Adapt the content of the Pacific Gender Mainstreaming training kit for an online training platform.
- Conduct training of trainers and provide mentoring where needed.
- Write communications materials that document Pacific Women Lead and DFAT programs in Tonga.
- Track PWL MELF and also the Tonga Ministry of Internal Affairs MELF for progress on output and outcomes achieved to be reflected in quarterly reporting, biannual and annual reports.

**External Relations and Advocacy – Partnership Management**

- Develop a relationship management matrix with a wide range of public and private partners, build, sustain and/or strengthen working relations, trust, and mutual understanding.

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

## Key selection criteria

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### Qualifications

- Relevant postgraduate qualifications in gender analysis, gender mainstreaming, international development, and / or gender program management, or any other related fields.

### Technical expertise

- At least 7-10 years' experience working in the field of human rights, gender equality and social inclusion and/or youth development, preferably in the Pacific region.
- Experience in gender analysis and gender mainstreaming involving both statutory and non-statutory agencies; preferably in the Pacific region or small island developing states (SIDS) context. Demonstrated understanding of contemporary gender issues in the Pacific region.
- Experience in the design and implementation of social development interventions that focus on transformative and social norm change.
- Programming, developing, delivering, and reporting against work plans.
- Ability to provide practical gender and social inclusion analysis to a range of stakeholders.
- Demonstrated understanding of gender-based violence, domestic violence and child protection issues.
- Proven ability to build institutional capacity in government and civil society organisations in key aspects of organizational management including governance, leadership, program development, monitoring and evaluation, report writing and inter-agency collaboration.
- Proven ability using a broad range of individual capacity development modalities including training, coaching, shadowing, mentoring, jobs aides, manuals, and toolkits; with a commitment to skills transfer to local counterparts.

### Language skills

- Fluency in English, with strong report writing and inter-agency collaboration skills.

### Interpersonal skills and cultural awareness

- Working in a multi-disciplinary and cross-cultural team.
- Knowledge of Pacific Island countries and territories is an advantage.

## Salary, terms and conditions

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**Contract Duration** – This vacant position is budgeted until 30 June 2025 and is subject to renewal depending on funding and performance.

**Remuneration** – the **Gender Equality and Social Inclusion Adviser** is a band 10 position in SPC's 2023 salary scale, with a starting salary range of 3,000–3,709 SDR (special drawing rights) per month, which currently converts to approximately USD 4,020–4,970 (EUR 3,809–4,708). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in Tonga. Tonga nationals employed by SPC in Tonga will be subject to income tax.

**Benefits for international staff employees based in Tonga** – SPC provides a housing allowance of USD 1,000–2,000 per month, an 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

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**Closing date:** 23 July 2023 – 11:00 pm (Noumea time)

**Job Reference:** CR000028

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.  
SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

**Screening questions (maximum of 2.000 characters per question):**

1. Briefly summarise how your skills and experience meet the key selection criteria, detailed in the job description.
2. What strategies do you believe are most effective to advancing gender equality with the principle stakeholders: Pacific Island Governments and Civil Society organisations.
3. What is your understanding of the key GESI priorities in the Kingdom of Tonga.