



Pacific
Community
Communauté
du Pacifique

- **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 **Coordinator – Women in Leadership Programme** 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 organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, education, 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:** Pacific institutions are strong, transparent, and responsive for upholding and promoting human rights and implementing inclusive, gender sensitive and culturally respectful development.
- **Objective 2:** Pacific Civil Society understand and can advocate for their rights and uphold cultural values.
- **Objective 3:** Pacific culture is protected, preserved, and promoted and culturally relevant and appropriate knowledge and systems are integrated across all work.
- **Objective 4:** All PSC programs and operations are grounded in people centered approaches and consider the rights and cultural values of diverse groups including women, children, youth and persons with disabilities.
- **Objective 5:** HRSD Division teams work collectively, coherently, and efficiently and to a high standard to achieve shared success for Pacific societies.

The role – **Coordinator – Women in Leadership Programme** will manage the implementation of the SPC Women in Leadership (WIL) Programme and the Gender Equality Flagship under supervision of the Principal Strategic Lead. Key responsibilities include advisory and technical support on institutional strengthening and coordination with the HRSD's work program to implement the Social, Environmental Responsibility Policy through the People Centred Approach.

The key responsibilities of the role include:

Manage the implementation and reporting of the WIL Programme and the Gender Equality Flagship

- Manage all aspects of the day-to-day implementation and reporting of the WIL Programme and the and the Gender Equality Flagship.
- Collaborate with SPC and HRSD divisional staff in the implementation and monitor, evaluation and learning and reporting (technical and financial) of the WIL Programme and the Gender Equality Flagship.
- Manage external consultants/experts who provide technical assistance and advice for the WIL Programme and the and the Gender Equality Flagship.
- Oversee monitoring and evaluation of the project's outputs and outcomes and ensure timely production and submission of narrative reports to the donor.

Provide technical assistant and advice to guide the delivery of the WIL Programme and the Gender Equality Flagship

- Design and deliver technical assistance and advice for the WIL Programme and the Gender Equality Flagship.
- Work with the HRSD Division and divisions as well as external consultants/experts, to design, plan and deliver technical assistance and advice for the WIL Programme.
- Work closely with the HRSD, SPL and the Principal Strategic Lead – Pacific Women to implement the results-based framework for the WIL Programme and the Gender Equality Flagship.

Co-lead stakeholder engagement and facilitate strategic Programme communications

- Support stakeholder engagement, networking, communication, and coordination to advance management, divisional and WIL Programme objectives at institutional levels and national, regional stakeholders.

- Draft/review publications, speeches, reports, briefings, website content, etc. as needed, with particular attention to consistency in the positioning and strategic voice of the organisation.
- Contribute to the development and strengthening of partnerships with CROP agencies and other key partners.
- Design and facilitate Programme communications and visibility strategies and activities for knowledge sharing, awareness raising reporting and, to inform new programs/initiatives.

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

Key selection criteria

Qualifications

- Master's degree in a relevant field such as development, human rights, law, gender, international relations, social science or equivalent body of knowledge and experience.

Technical expertise

- At least 10 years of development experience working in gender equality and social inclusion and/or human rights, with at least 7 years of working in Pacific.
- Minimum of 7 years of programme management experience in development projects specifically in the areas of women in leadership and/or gender equality and social inclusion and/or human rights.
- Sound and applied knowledge of work planning, budgeting and financial control, results-based management, monitoring, evaluation, and reporting.
- Excellent capacity building skills with demonstrated experience in training, coaching, and facilitating.
- Excellent analytical, organisational and negotiation skills, and abilities to work effectively in a matrix team structure.
- Proven experience in donor engagement and relationship management.
- Experience in working with multi-disciplinary and cross-cultural teams.

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 – subject to renewal depending on funding and performance.

Remuneration – The **Coordinator – Women in Leadership Programme** is a band 12 position in SPC's 2025 salary scale, with a starting salary range of 3,565–4,456 SDR (special drawing rights) per month, which currently converts to approximately FJD 10,730–13,413 (USD 4,741–5,927; EUR 4,367–5,459). 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 1,500–5,200 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 10% 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: 11 May 2025 at 11:59pm (Fiji time)

Job Reference: JM000875

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 Fiji 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.

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. Gender equality and women's leadership are critical in organisations. Identify three specific challenges that arise when gender inequality persists within an organisation and briefly explain their impact on organisational performance or culture.
2. Provide an example of a donor-funded project you managed. Highlight the key elements of your project management approach (e.g., planning, budgeting, stakeholder engagement) that ensured its successful implementation, and note one obstacle you overcame.
3. Briefly describe your experience working in a matrix structure with shared responsibilities for designing and delivering projects or programmes. Provide one example that demonstrates how you navigated this structure to achieve a successful outcome.