



Innovation for Change – Pacific Vacancy Announcement – Programme Officer

Position: PACIFIC HUB PROGRAMME OFFICER

Location: Home-Based, Combined With Work Travel

Employment Condition: Part Time, contract-based

About the Organization

I4C is a global network which looks to transform civil society impact and scale citizen action and creates the opportunity for a new generation of civic action to take shape through collaboration, leverage, and learning. I4C is curated at the global level by Civicus Alliance and Tides Foundation, with the support of a multi-donor consortium.

Innovation for Change (I4C)—Pacific is one of seven regional hubs worldwide. The Pacific Hub was set up in 2020 to jointly offer services and activities towards the defence, expansion and creation of civic space.

I4C—Pacific is led by a 6 - person Pacific Governance Circle that ensures that the vision, spirit and co-creation principles of I4C are upheld in I4C Pacific processes and programmes. I4C Pacific implements its hub programme activities through its incubating partner Pacific Centre for Peace Building Fiji.

Work Roles and Responsibilities

1. Takes a lead role in the implementation and delivery of hub programme activities
2. Draft and compile meeting minutes, take notes during I4C Meetings and workshops, and Prepare Concept Notes in collaboration with the Pacific team members and other I4C Hubs.
3. Draft and Compile Internal Policy Documents in collaboration with I4C Helper Hub Team and Other Specialists.
4. Collaborates with Pacific community partners and consultants on programmatic activities
5. Works with hub administration (PCP) to ensure the proper use of hub resources for services and activities
6. Develop and compilation of donor reports and activity templates based on the I4C Thematic Areas and work with the Pacific team in compliance with hub and donor guidelines for accountability and transparency
7. Network Wide representation-- Innovations WG, WG on Developmental Evaluation, Communications WG and other groups in consultation with Pacific Hub Manager
8. Any other tasks assigned/ Events/ ad hoc duties as delegated
9. Reports directly to the Pacific Hub Manager

Innovation for Change Hub-wide Competencies

Commitment and willingness to promote, strengthen, and connect pluralistic, rights-based civil society; to demand-driven and cutting-edge initiatives to protect, defend and create civic space; and to equality, diversity, and inclusiveness.

Specific Competencies

1. Mature personality, with the ability to lead and work cooperatively with a team, to work on multi-services/activities in a multi-cultural and demanding work environment
2. Possesses and applies knowledge of the job, which is essential to perform the specific functions and related work
3. Self-motivated, self-propelled, having a positive attitude while accomplishing thorough and dependable quality of work in a timely and strategic manner
4. Ability to work under pressure, multi-task, and manage deadlines, achieving a satisfactory volume of work with minimum supervision
5. Able to take on new duties, analyse problems, design solutions at functional levels, and respond to new situations and challenges.

Experience and Qualifications

1. Bachelors or Post Graduate Qualification in a relevant field, Sociology, Law, Politics, Communication, Development Studies
2. Minimum of 3 years of professional experience in a civil society organisation in the Pacific, in advocacy, capacity building, network development, and project management.
3. Experience working in multicultural work environments is an advantage.
4. Experience integrating intersectional gender perspectives in programme and project work is an advantage.

Skills

1. Project planning, coordination and implementation skills with basic expense accounting and financial reporting skills.
2. High Communication and presentation skills with good command of oral and written english.
3. Proficiency in digital software and applications such as Word, Excel, Power-Point, Google Docs, Trello, Miro or Mural Board, Jitsi and other conferencing applications.

Others

1. Must be a citizen or resident of Fiji
2. Must work remotely from home or a co-working space
3. Willingness to travel in the Pacific or beyond for project work

HOW TO APPLY: Applications should be submitted to pacific@innovationforchange.net. Please submit a CV with 3 referees and a cover letter addressing the selection criteria by 24 November (8 pm FJ Time) to be considered. I4C Pacific will offer a salary that would be commensurate with experience. I4C Pacific is an equal-opportunity employer.

This position is open for Fijian citizens.

For enquiries and to request a copy of the full job description, send an email to pacific@innovationforchange.net.