

Job Description: Project Officer North Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project, specific to output 2.2 of the project design “Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)”	
TEAM/PROGRAM: Development Program	LOCATION: Labasa
BAND: 2	
<p>INTRODUCTION:</p> <p>Save the Children is the world’s largest independent child rights development organisation, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation and protection.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 34 staff across three offices in Suva, Lautoka and Labasa. SC Fiji thematic programs include Education, Health (WASH), Food Security and Livelihoods, Child Protection, Participation and Child Rights, Disaster Risk Reduction and Humanitarian Response.</p> <p>Funded by the Korea International Cooperation Agency (KOICA) and collaborating with key local and international partner organizations such as Fiji National Disaster Management Office (NDMO), the International Organization for Migration (IOM), Save the Children Korea (SCK), and Save the Children Fiji (SCF), the "Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project", project aims to validate evacuation centre guidelines and retrofit or construct Evacuation Centers in strategic locations across Fiji.</p> <p>Save the Children Fiji’s (SCF) component of the project, <i>specific to output 2.2 of the project design “Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)”</i>, spanning 19 months (January 2024 to July 2025), concentrates on amplifying the resilience of women through economic and social empowerment. Acknowledging the pivotal role of women in at-risk communities, Save the Childrens component of the project underscores the critical need to empower women not just for the sake of gender equality but also for building community resilience and enhancing preparedness and post-disaster recovery efforts of at-risk communities, especially those communities residing near and who will be using the evacuation centres. SCF’s comprehensive approach includes extensive training programs covering Child Protection, Gender-Based Violence prevention, Financial Literacy, Disaster Risk Resilience, Climate Smart Agriculture, and Entrepreneurial Training. The project’s core objectives revolve around empowering communities, specifically women through economic and social means while fostering community ownership of evacuation centers.</p> <p>The recruitment process is geared towards individuals passionate about contributing to community resilience, disaster preparedness, and gender equality. Project members will play a pivotal role in implementing training programs, engaging with local government Ministries and communities, and ensuring the long-term sustainability of the project’s outcomes. By empowering women and communities and promoting community ownership of evacuation centers, the project aims to enhance resilience, reduce vulnerabilities, and contribute to a sustainable and equitable future for the people of Fiji.</p> <p>Save the Children Fiji, in collaboration with local government Ministries and local communities and stakeholders, will spearhead this output of the project across at-risk communities in Fiji, with a focus on areas vulnerable to flooding and cyclones, as well as communities likely to be accommodated within evacuation centers during times of disasters. The project’s geographic scope covers eight evacuation centers in the Fiji Islands, with project officers based in the SCF North and West Office and the Project Manager centrally located in Suva, occasionally traveling to Western and Northern offices. The project outcomes will contribute to SCF’s 2022 to 2024 strategic priorities name goals on Health, Protection and Safety Net and Resilience.</p>	

The Project location will be in Fiji Islands, Northern and Western Division and project officers will be based in the SCF North and West Office with possibility of travel to Maritime Islands, with the Project Manager centrally (Suva) located with occasional travel to Western and Northern offices.

ROLE PURPOSE:

The Project Officer North, reporting to the Project Manager and stationed at Save the Children Fiji's (SCF) Labasa office, will play a crucial role in implementing activities within SC Fiji's specific *output 2.2 of the project design titled "Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)." This one-year, seven-month initiative, funded by the Korea International Cooperation Agency (KOICA) and in collaboration with key local and international partners, including the Fiji National Disaster Management Office (NDMO), the International Organization for Migration (IOM), Save the Children Korea (SCK), and Save the Children Fiji (SCF), forms part of the "Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project."* The overarching goal of this project is to validate evacuation center guidelines and retrofit or construct Evacuation Centers strategically across Fiji, while the specific output 2.2 focuses on enhancing community resilience on DRR, both as a preparedness and recovery from Disasters and through Entrepreneurial training enable the communities to create income generation initiatives to foster community ownership and enable upkeep of the Evacuation Centre.

Save the Children Fiji's (SCF) specific component of the project, spanning 19 months from January 2024 to July 2025, focuses on amplifying the resilience of women through economic and social empowerment. Recognizing the pivotal role of women in at-risk communities, SCF underscores the imperative to empower women not solely for gender equality but also for building community resilience and enhancing preparedness and post-disaster recovery efforts. SCF's comprehensive approach includes a range of training programs encompassing Child Protection, Gender-Based Violence prevention, Financial Literacy, Disaster Risk Resilience, Climate Smart Agriculture, and Entrepreneurial Training. The project's core objectives revolve around empowering communities, specifically women, through economic and social means, while fostering community ownership of evacuation centers.

The recruitment process seeks individuals who are passionate about contributing to community resilience, disaster preparedness, and gender equality. The Project Officer will assume a pivotal role in delivering training activities, specifically focusing on enhancing community resilience to Disaster Risk Resilience and Entrepreneurship training. This will involve active engagement with local government Ministries and communities, ensuring the long-term sustainability of the project's outcomes. By empowering women and communities and promoting community ownership of evacuation centers, the project aims to enhance resilience, reduce vulnerabilities, and contribute to a sustainable and equitable future for the people of Fiji. The Project Officer North will be responsible for delivering project outcomes in collaboration with target communities within the vicinity of evacuation centers or those communities expected to utilize the evacuation centers during disasters.

SCOPE OF ROLE:

Reports to: Project Manager - *The Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project specific to output 2.2 of the project design "Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)"*

Staff directly reporting to this post: N/A

KEY AREAS OF ACCOUNTABILITY	KPIs
<p>1. Program Delivery, Management, and Quality Assurance</p> <ul style="list-style-type: none"> • Support the timely, well-planned, and coordinated delivery of project activities and progress towards outcomes • Ensure the quality of project implementation; in line with best practices of DRR, and Save the Children • Assist in the implementation of activities, monitoring, documentation, and policy advocacy • Ensure strong donor compliance, M&E, and quality control in the project • Support to produce quality and timely periodic reports and updates to donors, project steering committee, SC Fiji Board, and other relevant stakeholders • Ensure programming interventions are implemented in consultation and cooperation with target schools; particularly children • Ensure regular and systematic monitoring; including children and schools • Document project learning, and incorporate analysis and lessons learned into future DRR policy and planning • Undertake all other official duties as directed by the SCF Program Manager and CEO 	<ul style="list-style-type: none"> • Project and individual work plans developed • Quality and timely implementation of project activities and in accordance with the work plans and project plan • Documentation of best practices • Quality periodic reports developed • MEAL plan developed and followed • Project documentation and monitoring data regularly produced and field visits conducted
<p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Support in reviewing and updating SC Fiji Child Rights Situation Analysis and Country Strategic Plan • Integrate evidence from the project into future planning and resilience-building programs • Assist to incorporate analysis and lessons learned into new strategies, proposals, and activities. • Ensure programming interventions are designed using rights-based principles on an understanding of gender relations and meaningful child participation. • Support SC Fiji to develop good quality project proposals and bid documents • Provide regular documentation and material for fundraising and communications. 	<ul style="list-style-type: none"> • Good quality CRSA finalized and Country Strategic Plan progressing • Project proposals or concept notes are submitted to strategically relevant donors. • DRR proposals are successfully granted funding • The DRR program strategy in Fiji is technically strengthened by incorporating best practice approaches • Project is regularly monitored, and variances identified, discussed, and documented
<p>3. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Deliver activities as outlined in the objectives and receive meaningful feedback regularly and achieve maximum impact from programme implementation. • Strengthen understanding of DRR, Entrepreneurship and Livelihood at community level. • Contribute to project training to project communities on a planned and regular basis. • Report to the CEO, and/or Child Protection Focal Points, any violations of SC Fiji personnel policies and Code of Conduct. 	<ul style="list-style-type: none"> • Activities delivered as outlined in the objectives with meaningful feedback and maximum impact • Entrepreneurship and DRR trainings conducted and participation with women and communities plus other stakeholders on a regular basis • Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection reporting process is facilitated at least once a year SC Fiji Child Protection and Safeguarding policies are evident in the conduct of partners, volunteers, and all SCF associates
<p>4. Networking, Presentation and Advocacy</p> <ul style="list-style-type: none"> • Build strong relationships with relevant partners, government bodies and the communities (particularly KOICA, NDMO, IOM, SC Korea, CSOs, SCI members) and any other key stakeholders • Represent SC Fiji at all levels (excluding media) and advocate Save the Children's position and learning to influence policy and practice of government, 	<ul style="list-style-type: none"> • Collaboration and coordination of DRR work is promoted across government and civil society • SC Fiji represented at cluster level and actively involved with

<p>donors, I/NGOs, the UN and other civil society organisations in relation to disaster risk reduction</p> <ul style="list-style-type: none"> • Provide input to the project team in research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) • Support and represent SC Fiji on the SC Global and Pacific Working Group for DRR and Livelihood and other relevant forums 	<p>respective ministries relevant for DRR and Livelihood.</p> <ul style="list-style-type: none"> • Advocacy priorities are identified and appropriately aligned with programming, the annual plan with SC Fiji and SCI global initiatives
<p>5. Budget and Operational Management</p> <ul style="list-style-type: none"> • Implement activities within budget lines with relevant documentation in line with the policies and procedures of SC Fiji • Ensure compliance to financial requests and reporting as required by the board, SCI members and donors including comparisons of budget vs actual expenditure, fixed asset registers etc. • Understand and follow Organisational policies. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Protection Policy, Financial Procedure Policy and Employee Terms and Conditions 	<ul style="list-style-type: none"> • Activities implemented in line with approved budget lines accurately and timely • SC Fiji and donor operational policies and procedures are complied with at all times • Programme spending proceeds in accordance with planned activities and within anticipated timeframes • Approved spending is conducted within the designated delegation of authority framework and in accordance with SC Fiji and donor financial policies and procedures

SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

<p>Accountability:</p> <p>We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Demonstrates personal drive and is able to set own goals and objectives.
<p>Ambition:</p> <p>We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals and objectives. • Committed to quality & continuous improvement in work efforts and activities. • Is proactive and pursues relevant opportunities.
<p>Collaboration:</p> <p>We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.
<p>Creativity:</p> <p>We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Embraces and supports Organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.

<p>Integrity:</p> <p>We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words and actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviours is in accordance with SC Fiji policies and Code of Conduct. • Is aware of the impact of own behaviours on others and manages behaviours accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.
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QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelors' qualification in Community Development, Agriculture and Food Security, DRR, Environment or a related field with a sound understanding of development programming (ideally in DRR, Environment and Livelihood) with experience in development-related work in Fiji and at least 2 years' experience working in an NGO or protection-related institution, working with communities and a wide range of stakeholders including women.
- Very strong training skills preferably with a Training of Trainers (ToT) qualification and experience in delivering community-based training.
- Proven expertise in, and understanding of, the Convention of the Rights of the Child and other international human rights law instruments and standards
- Demonstrated experience in assessment activities and of contribution to designing, managing, monitoring and evaluating development programs for NGOs or other development partners.
- Proven project management skills, strategic planning skills and a demonstrated ability in achieving agreed deliverables
- Budget development and financial monitoring skills and experience and knowledge of effective financial and budgetary controls
- An in-depth understanding of national and international legislation and development issues, especially with respect to child rights, protection and participation
- Strong interpersonal, oral and especially written communication skills, ability to influence and negotiate with a range of diverse stakeholders, and excellent presentation skills including strong public speaking skills and experience
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Experience working, coordinating and collaborating with partners and key stakeholders including children, parents, community health workers, teachers, local and national authorities, I/NGOs CSOs, the UN and the corporate sector
- Commitment to and understanding of Save the Children's aims, values and principles including a sound understanding of, and experience in, the child rights-based and strength-based programming approach to development
- Fluency in written and spoken English
- High levels of computer proficiency including MS Office suite packages

Desirable:

- Experience in implementing community livelihood and DRR training programming, project design, implementation and evaluation.
- Fluency in iTaukei and Hindi is an asset
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid manual class 2 driver's license

Additional:

- Any offer of employment at SC Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto SC Fiji's Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.

- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviors outlined above.
- The duration for this project is for one year only and possible extension depending on availability of funds.

Date of issue: 1st March, 2024

Signed: Chief Executive Officer, Shairana Ali



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