

VSA Assignment Description

Assignment Title	Humanitarian Officer (Gender and Protection)
Country	Fiji
Location of Partner Organisation	Suva
Partner Organisation	UN Women
Duration	12 months
Sustainable Development Goals	

41517

1. Partner organisation overview

UN Women's Fiji Multi-Country Office (MCO) works with governments and civil society organisations across 14 Pacific Island countries and territories to address gender inequality, empower women and build more inclusive societies.

UN Women Fiji MCO focuses on delivering on four interlinked programme areas underpinned by support for intergovernmental and normative processes:

- [Women's Political Empowerment and Leadership \(WPEL\)](#)
- [Women's Economic Empowerment \(WEE\)](#)
- [Ending Violence Against Women and Girls \(EVAWG\)](#)
- [Gender and Protection in Humanitarian Action \(GPIHA\) and Disaster Risk Reduction](#)

The UN Women Pacific Multi-Country Office is based in Suva, Fiji and works alongside the 19 other UN agencies (FAO, ILO, OHCHR, UNDP Fiji Multi-Country Office, UNDP Pacific Centre, UNDP Samoa Multi-Country Office, UNAIDS, UNDSS, UNEP, UNESCAP, UNESCO, UNFPA, UN-Habitat, UNICEF, UNISDR, UNOCHA, UNV, WHO, WMO) in the region and in 14 countries: the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

The MCO has a field presence in Kiribati, Samoa, Solomon Islands, and Vanuatu and programme presence in Tonga. Each field presence is led by a national Country Programme Coordinator.

2. Assignment overview

UN Women's Fiji MCO needs a senior and experienced Humanitarian Officer to support and strengthen the capacity and capability of the Pacific Humanitarian Protection Cluster (PHPC). UN Women leads the regional protection cluster under the Pacific Humanitarian Team (PHT) which consists of over 20 regional organizations, including UN agencies, international NGOs, CSO networks and regional agencies, focusing on protection, gender equality and inclusion in all phases of humanitarian response.

During disaster response, UN Women leverages its existing programmes to support local development partners to respond to the needs, for example, of people with disabilities, gender-based violence (GBV) survivors, and the general provision of psychological first aid. Through the combination of coordinator and responder roles, UN Women promotes gender and protection-sensitive disaster preparedness, response and recovery.



A Gender and Protection Officer role will contribute to UN Women's strategic goal - "Women and girls contribute and have greater influence in building sustainable peace and resilience and benefit equally from the prevention of natural disaster and conflicts and from humanitarian action." The position will support the Pacific Humanitarian Protection Cluster, which ensures a coordinated approach in humanitarian response, provision of technical support to national protection structures and joint advocacy and mainstreaming of gender and protection issues.

3. Goal/outcomes/outputs

Goal

Gender and protection issues are integrated into all humanitarian action in preparedness, response and recovery phases, and responses to disasters are better coordinated between all humanitarian actors including those focusing on protection issues.

Outcome 1

Coordination and mainstreaming of protection in humanitarian response in the Pacific are improved

- Provide support to the coordination of the Pacific Humanitarian Protection Cluster (PHPC)
- Organize monthly cluster meetings, draft meeting minutes and prepare updates of humanitarian situations
- Update the PHPC Cluster Work-plan
- Conduct information management for the cluster; such as compiling agency updates, managing 3Ws¹, supporting data analysis
- Support the preparation of protection cluster updates to PHT Coordinators meetings and PHT Principals meetings
- Analyse and collate information and resources on protection work including identifying gaps in information and resources
- Represent the PHPC and UN Women in other clusters and humanitarian coordination structures
- Support reporting and development of cluster report when required
- Support drafting of funding proposals when required e.g. CERF proposals
- Support the development of IEC materials for protection work during emergencies
- Support with Global Protection Cluster requests as needed.

Outcome 2

National protection clusters in the Pacific are supported through technical advice and support

- Update protection mapping and country support plans
- Support the provision of technical advice to government agencies and national protection clusters on the development of gender and socially inclusive disaster preparedness, response and recovery actions including inputs into National Disaster Response and Resilience Plans
- Support the review of key national guidelines and tools to integrate gender and protection issues
- Support the provision of technical advice to government agencies around the collection and use of disaggregated data for gender and protection analysis to be undertaken during preparedness, response and recovery phases
- Support capacity building initiatives at the national level.

¹ 3W is a practical tool of information management for coordination and gap analysis.



4. Reporting and working relationships and capacity building

The volunteer will report directly to and be accountable to the Regional Gender and Protection Specialist. On a day-to-day basis, the volunteer will predominately work with the Gender and Protection Specialist, Regional Representative (Fiji MCO) and Country Programme Coordinators (Vanuatu, Samoa, Kiribati, Solomon Islands, Tonga).

Capacity building to Pacific partners and staff will be achieved through:

- Virtual and in-person mentoring and coaching – continued advice and support to national protection clusters and coordinators
- Provision of orientations and workshops on gender and protection in humanitarian action
- Meetings - monthly (or more frequent in case of large-scale emergencies in the region) to coordinate and discuss substantive protection issues in the region
- Field visits and deployment to support coordination
- Tools development including policies, checklists, mainstreaming documents, advocacy notes and templates on gender and protection

The volunteer and UN Women will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection criteria/position requirements

Person specifications (professional)

Essential

- Master's degree in gender studies, humanitarian response or similar
- Work experience in a related area of gender and protection, humanitarian and disaster preparedness and resilience
- At least 3 to 4 years of relevant experience at the national or international level in protection and humanitarian response
- Training and capacity building experience
- Experience in coordination with international organizations
- Significant experience with information management
- High quality written and verbal communication skills
- Experience with coordinating other agencies/entities.
- Cross-cultural experience and competencies

Desirable

- Previous experience with a humanitarian cluster system
- Experience working in the Pacific



Personal specification (personal)

Essential

- Ability to work under stressful and fast-paced conditions (post-disaster)
- Able to mediate and engage groups – reach agreement
- Ability to work unsupervised and meet deadlines
- Ability to engage with a large number of organisations
- Able to work effectively both as part of a team and independently
- Awareness of gender and cultural sensitivities
- Awareness of confidentiality of information

Desirable

- Familiarity with multidisciplinary, cross-cultural work environments

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross-cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about living and working in Fiji see the VSA website [here](#).

Additional information

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.



Fundraising

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children, and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. Volunteers will receive an establishment grant of NZ\$375 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$550 per couple.
2. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
3. The volunteer will receive a monthly living allowance of FJD 1,445.
4. A location grant of NZ\$1000 will be paid after 6 months on assignment.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances, volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.

