



**AUSTRALIAN HIGH COMMISSION
HONIARA**

**Employment Opportunity – Senior Gender Adviser
(SBD206,295 – SBD234,449 pa)**

Australia and Solomon Islands have a deep and longstanding relationship. Australia is Solomon Islands' largest development partner, providing around two-thirds of total development assistance to Solomon Islands.

Gender equality and women's empowerment are a core part of Australia's foreign policy, economic diplomacy and development work. The Australian Government is committed to strengthening policy dialogue about gender issues in the Indo-Pacific region and globally and advancing our international reputation as a global leader on gender equality and women's empowerment through:

- enhancing women's voice in decision-making, leadership and peace-building
- promoting women's economic empowerment
- ending violence against women and girls.

As **Senior Gender Adviser** at the Australian High Commission (AHC), Honiara you will work with a dedicated team of local and Australian staff to advance Australia's interests. Using your deep and broad expertise you will provide strategic oversight, technical advice and leadership to influence gender equality outcomes across Australia's investments in Solomon Islands. You will oversee a portfolio of dedicated gender equality programs and activities under *Pacific Women Shaping Pacific Development (Pacific Women)*, the largest commitments to gender equality for the Australian Government, and ensure gender equality is integrated into all aspects of our work. In this senior role you will lead a small team, work directly with senior management at the AHC and represent Australia at a range of events.

To be successful in this role you will have the following attributes:

- Ability to manage complex development programs to achieve results
- Excellent written and oral communication skills in English and Pidgin
- Ability to develop effective working relationships with a range of stakeholders
- High level of initiative, flexibility and judgement, and excellent problem solving capabilities
- Ability to supervise, mentor and lead others in a multicultural team
- Relevant tertiary qualifications are desirable

The Australian High Commission is committed to ensuring diversity and gender equality within our organisation. We offer an attractive package of entitlements including generous leave entitlements, a flexible and family friendly work environment, housing allowance, medical insurance and annual leave fare.

Full details of the position can be found on the Employment page of the Australian High Commission Honiara website <https://solomonislands.embassy.gov.au/honi/Employment.html>
If you would like more information about the position please contact the HR Manager at honiara.recruitment@dfat.gov.au.

Applications must include:

- Current CV/Resume with details of experience and evidence of a relevant tertiary qualification
- 1-2 page statement outlining your relevant skills, attributes and experience.
- Names and contact details of two work-related referees

Applications must be submitted by email to honiara.recruitment@dfat.gov.au by **Friday, 17 January 2020**. Applications received after this date will not be considered. Only applicants shortlisted for interview will be contacted.

POSITION DESCRIPTION

Agency	Department of Foreign Affairs and Trade, Australian High Commission, Honiara
Position number	TBC
Title	Senior Gender Adviser
Classification	LE7
Section	Human Development
Reports to	Counsellor, Human Development

About the Australian High Commission, Department of Foreign Affairs and Trade

The role of the Australian High Commission through the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

Australia and Solomon Islands have an effective development partnership that is increasing economic growth, addressing poverty, improving health and education outcomes and strengthening democracy, justice and governance.

About the position

The Senior Gender Adviser at the Australian High Commission (AHC), Honiara will work with a dedicated team of local and Australian staff to advance Australia's interests in the Solomon Islands. They will use their deep and broad expertise to provide strategic oversight, technical advice and leadership to influence gender equality outcomes across Australia's investments in Solomon Islands. They will oversee a portfolio of dedicated gender equality programs and activities under Pacific Women Shaping Pacific Development (Pacific Women), one of the largest ever commitments to gender equality for the Australian Government, and ensure gender equality is integrated into all aspects of our work. In this senior role they will lead a small team, work directly with senior management at the AHC and represent Australia at a range of events.

The key responsibilities of this position include, but are not limited to:

- Lead Australia's engagement with the Ministry of Women, Youth, Children and Family Affairs (MWYCFA), and with other relevant Solomon Islands Government (SIG) ministries, multilateral partners, NGOs, Civil Society, and women's groups mandated to promote gender equality in Solomon Islands including:
 - Build and maintain strategic relationships
 - Drive, manage and coordinate cross-agency collaboration initiatives, activities and relationships to support SIG to promote gender equality
 - Actively represent Australia's aid program, promoting policy dialogue and providing advice on Australian participation at a wide range of local, regional and international events

- Interpret, implement, and review Australian, SIG, international policies and United National Conventions relevant to the program.
- Oversee a portfolio of dedicated gender equality programs and activities under *Pacific Women* to ensure gender equality is progressed in line with Solomon Islands and Australian Government policy.
 - Work closely with the Pacific Women Support Unit in Suva, and the Gender Equality Branch and Office of the Pacific, DFAT Canberra, to ensure coordinated efforts in the management of regional programs implemented in Solomon Islands
 - Support Honiara post and the Support Unit in the planning, implementing, monitoring and evaluation of Australian funding for Pacific Women
 - Liaise with bilateral development cooperation donors and regional or multilateral organisations on programming and delivery
 - Provide analysis, support and direction for new activity developments including developing the concept document and participating in design development missions
 - Oversee and manage contractors, technical advisers and consultants to ensure outcomes are met
 - Review and deliver reports, written and oral briefings, program budgets, financial reporting and expenditure
 - Assess and monitor program risks, particularly fiduciary risks.
- Provide strategic and technical advice to senior management and program staff to ensure gender equality and social inclusion objectives are integrated into all Australian political and aid programs in Solomon Islands.
- Support gender equality and women's leadership activities within the AHC including policy development and secretariat support to the Gender Equality Working Group.
- Lead and manage a small team with effective performance management, planning and communication.
- Act as focal point for youth, child protection and social inclusion issues and contribute to the broader work of the AHC as required.

Qualifications/Experience

- Demonstrated understanding of contemporary gender and social inclusion issues in Solomon Islands
- Highly developed communication, liaison, negotiation and representation skills
- Demonstrated senior management experience in delivering complex programs and leading cross-cultural teams
- Demonstrated experience in complex stakeholder engagement including with government, international partners, communities and civil society groups
- Demonstrated analytical skills and ability to think strategically.
- Tertiary qualifications in gender equality and social inclusion, development or a related discipline (desirable)

**SUMMARY OF CONDITION OF SERVICES
GENDER ADVISER POSITION, LE7**

REMUNERATION & BENEFITS:

Annual Salary	SBD 206,295 – 234,449
Health & Medical Insurance	SBD 2, 500 (without dependent) SBD 3,800 (with dependent)
Annual Leave Passage	SBD 5,600
Housing Safety Net	SBD 20,000 per annum
Superannuation Contribution/NPF	12.5% (Employee contribution of 5% and Employer contribution of 7.5%)
Australian Super (for Australian expatriates)	9.5 %
Annual Medical Checks	
Annual Remuneration Reviews	

LEAVE ENTITLEMENTS:

Public Holidays (PHOL):	14 days (entitled to paid salary for the approved PHOL)
Recreation Leave:	22 working days
Personal/ Carers leave:	22 working days
Compassionate leave	5 working days paid per occasion
Maternity leave/Adoption leave	13 weeks' paid leave
Breastfeeding absence	60 minutes twice each day
Parental/ paternity leave:	10 working days