

Job Description: Manager Education and Advocacy

Corporate Information

Salary Range:	FJD\$55,000–FJD\$75,000
Location:	Suva
Reporting Responsibilities:	a) Reports To: Director b) Liaises with: Communications, Director Complaints and Investigations, Director Education and Advocacy, Director Legal and Policy, Team Leader Lautoka, Team Leader Labasa c) Subordinates: Two

Role Purpose

To provide strategic leadership in the design, implementation, oversight and evaluation of comprehensive human rights education and advocacy programmes. This role is central to fulfilling the Commission's mandate under the Fijian Constitution 2013 and the Human Rights and Anti-Discrimination Commission Act 2009, by fostering a culture of equality, non-discrimination, and respect for human rights and freedoms across all sectors of Fijian society. This role leads the advocacy initiatives to influence policy and public opinions while ensuring educational programs align with the Commission's strategic priorities.

Key Responsibilities

1. Strategic Leadership, Planning & Financial Management:

- Lead the development, implementation, and monitoring of the Commission's national Education and Advocacy Strategy, ensuring alignment with the Commission's Strategic Plan and legal mandate.
- Formulate and propose the annual budget for the unit's activities, ensuring it aligns with operational plans and strategic objectives, for inclusion in the overall office annual budget.
- Monitor expenditure and ensure all unit spending is accountable and remains within the allocated budget, providing regular financial reports to the Director.

- Lead the development, implementation, and monitoring of the unit's Annual Work Plan, ensuring alignment with the Commission's strategic objectives.
- Develop and implement advocacy strategies to advance the Commission's priorities.
- Assist the Director in developing the Commission's Strategic Plan and other organizational policies to ensure the institution's operational effectiveness and compliance.

2. Advocacy & Public Campaigns:

- Design and lead high-impact, evidence-based public advocacy campaigns on critical human rights issues in Fiji, such as gender equality, rights of persons with disabilities, LGBTQIA+ rights/SOGIESC, children's rights, and climate justice.
- Translate complex legal principles (e.g., the Bill of Rights in the Fijian Constitution) into accessible public messaging and educational materials.

3. Stakeholder Engagement & Partnership Building:

- Proactively build and maintain strategic partnerships with key stakeholders, including government ministries, community groups, networks, coalitions, civil society organisations, faith-based leaders, the iTaukei Affairs Board, and educational institutions.
- Collaborate with the Communications team to leverage media (traditional, social, and digital) to amplify the Commission's message and reach diverse audiences, including rural and maritime communities.

4. Donor Project Management and Representation:

- Lead and manage the implementation of donor-funded projects within the unit, ensuring activities, reporting, and outcomes are delivered on time, within scope, and in compliance with donor agreements.
- Represent the Commission at external meetings, workshops, and public forums as delegated by the Director.

5. Capacity Building & Team Leadership:

- Supervise, mentor, and build the capacity of the Education & Advocacy team, fostering a collaborative and high-performance culture.
- Conduct timely and constructive performance appraisals for all team members, providing clear feedback, setting performance goals, and identifying professional development opportunities.
- Provide technical guidance and training to partners and community advocates on human rights standards and the Commission's complaint mechanisms.

6. Monitoring, Evaluation & Reporting:

- Establish robust M&E frameworks to measure the reach, effectiveness, and impact of all education and advocacy initiatives.

- Prepare comprehensive reports for the Director and Commission, demonstrating outcomes and providing recommendations for strategic improvement.

7. *General Duties*

- Prepare Unit monthly reports to the Director and Commission outlining the work of the Unit during that month and upcoming work.
- Assist with the preparation of the Commission's annual report
- Undertake any other duties as directed by the Director to support the strategic objectives and operational needs of the Commission.

Person Specification

Qualifications and experience

- At a minimum, bachelor's degree in Human Rights, Law, Gender Studies, Education, Development studies, or related field.
- At least 10 years of progressive professional experience in advocacy, public education, or community development or a related field with at least 5 years in a Supervisory role or team leadership role. Human Rights advocacy will be an advantage
- Demonstrated experience in budget development, financial management, and donor project management.
- Strong understanding of the Fijian Constitution, national human rights legal frameworks, and the socio-political and cultural dynamics of Fiji.
- Established network and experience working with key national stakeholders in government, civil society and community.

Skills

- Exceptional written and verbal communication skills, with the ability to persuasively advocate and tailor messages for diverse audiences, from community groups to senior officials.
- Superior interpersonal and diplomatic skills, with a proven ability to build consensus and work effectively with a wide range of partners.
- Demonstrated ability to lead, motivate, and develop a small team to achieve outstanding results.
- Strong organisational and financial skills, with the ability to manage multiple projects and budgets, meet deadlines, and work effectively under pressure.
- Proficiency in monitoring and evaluating programme performance and using data to inform decision-making.

Personal attributes

- Demonstrated commitment to human rights.
- Ability to lead others.
- Ability to undertake occasion travel.
- Cultural sensitivity and a deep respect for the diverse communities of Fiji, including iTaukei, Indo-Fijian, and other cultural groups.
- High levels of integrity, discretion, and professionalism.
- Proactive, resilient, and adaptable, with a willingness to travel frequently domestically, including to remote and rural areas.