



Human Rights and Anti-Discrimination Commission

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The Fiji Human Rights and Anti-Discrimination Commission (FHRADC) is inviting applications for the position of:

ADVOCACY AND POLICY COORDINATOR

📍 Location: Suva, Fiji

📅 Term: 6-month short-term contract, with possible extension subject to funding

We are looking for an experienced and motivated professional to support the Commission's advocacy, policy engagement and strategic stakeholder engagement work.

✉ Apply to: Recruitment@fhradc.org.fj

🕒 Application Deadline: 19 October 2026

If you are passionate about advancing human rights and contributing to meaningful policy and systems change, we encourage you to apply.

For more information, please view the TOR below:

Terms of Reference: Advocacy and Policy Coordinator

Location: The position is based in Suva, Fiji, with some travel throughout Fiji as required

Duration: 6 months-short term (with possible extension, subject to funding approval)

Supervisor/Manager: The Advocacy and Policy Coordinator reports directly to the Director of the Human Rights and Anti-Discrimination Commission.

Background

The Fiji Human Rights and Anti-Discrimination Commission (FHRADC) is an independent constitutional body established under section 45(1) of the Constitution of the Republic of Fiji and the Human Rights Commission Act 2009. Mandated to promote respect for and protect human rights across Fiji, the Commission undertakes public education, research and investigations, seeks redress for human rights violations, and monitors the State's compliance with international human rights obligations.

*Neither Greater nor Lesser but Equal:
Dignity, Equality and Freedom for All in Fiji*



While existing Communications, Education, Complaints and Legal functions contribute significantly to public awareness, legal compliance, and capacity building, sustainable change requires influence at the policy, legislative, institutional, and budgetary levels. Increased public understanding of human rights issues does not automatically translate into policy reform, improved implementation, or institutional accountability.

To strengthen its ability to influence decision-making processes and support long-term systems change, FHRADC proposes the establishment of an Advocacy and Policy Coordinator position. The role will serve as a bridge between community experiences, evidence generated through FHRADC's work, and national policy and legislative processes. The position will contribute to ensuring that human rights priorities and the voices of rights holders are reflected in policies, legislation, national planning processes, institutional reforms, and resource allocation decisions.

Purpose of the Role

The Advocacy and Policy Coordinator will lead and coordinate the Commission's advocacy, policy engagement, and strategic stakeholder engagement efforts.

The role will ensure that evidence emerging from complaints, investigations, community engagement, education activities, legal work, research, and consultations is translated into practical policy recommendations, advocacy strategies, and reform initiatives that improve the promotion and protection of human rights in Fiji.

The coordinator will support FHRADC to strengthen its influence with government, parliamentarians, development partners, civil society organisations, regional bodies, and other stakeholders to achieve sustainable policy and systems change.

Objectives of the Role

The Advocacy and Policy Coordinator will:



1. Strengthen the FHRADC's influence on policies, legislation, regulations, and sector reforms.
2. Ensure community voices, lived experiences, and human rights evidence inform decision-making processes.
3. Increase engagement with government ministries, statutory bodies, development partners, civil society organisations, and other stakeholders.
4. Promote inclusive, evidence-based, and rights-based policy solutions.
5. Support sustainable systems and institutional change that extends beyond individual projects and awareness activities.
6. Enhance accountability for government commitments relating to human rights obligations and national development priorities.

Roles and Responsibilities

A. Policy Analysis and Monitoring

The coordinator will:

- Monitor policy, legislative, regulatory, and institutional developments relevant to human rights.
- Identify opportunities for policy reform and influence.
- Analyse proposed legislation, policies, national strategies, and government initiatives from a human rights perspective.
- Track government commitments, international human rights obligations, and implementation progress.
- Provide regular policy briefings and updates to Commission leadership.
- Develop and maintain a policy and legislative monitoring system.

B. Strategic Advocacy and Influence

The coordinator will:

- Develop and implement advocacy and policy influence strategies.
- Identify advocacy priorities aligned with the Commission's strategic objectives.
- Coordinate strategic engagement with key decision-makers and influencers.
- Support participation in national planning, consultation, budget, and legislative processes.
- Prepare advocacy messages and strategic position statements.
- Facilitate evidence-based advocacy campaigns on priority human rights issues.

C. Evidence-Based Policy Development

The coordinator will:

- Gather and synthesise evidence generated through FHRADC's complaints, investigations, legal, communications and education functions.
- Translate evidence and community feedback into practical policy recommendations.
- Facilitate policy research and analysis.
- Draft policy briefs, submissions, discussion papers, and consultation responses.
- Ensure policy recommendations are informed by lived experiences and rights-holder perspectives.

D. Stakeholder and Government Engagement

The coordinator will:

- Establish and maintain effective relationships with government ministries, parliamentary bodies, independent institutions, development partners, civil society organisations, academia, faith-based organisations, community groups, and regional agencies.
- Represent FHRADC in relevant policy forums, advisory committees, working groups, and consultations.



- Facilitate constructive dialogue between communities and decision-makers.
- Promote human rights considerations in national and sectoral development discussions.

E. Coalition Building and Partnerships

The coordinator will:

- Facilitate collaboration with civil society organisations, community groups, and strategic partners.
- Build and coordinate advocacy alliances around key human rights issues.
- Promote collective advocacy approaches where appropriate.
- Identify opportunities for joint submissions, policy recommendations, and campaigns.

F. Monitoring, Accountability and Learning

The coordinator will:

- Monitor implementation of relevant policies, legislation, and government commitments.
- Support accountability mechanisms relating to human rights obligations.
- Develop indicators to assess advocacy effectiveness and policy influence.
- Document lessons learned, examples of policy change, and emerging opportunities.
- Contribute to organisational reporting and strategic planning.

Selection Criteria

Essential Experience and Knowledge

- Bachelor's degree in Public Policy, Law, Human Rights, Governance, Development Studies, Political Science, International Relations, Social Sciences, or a related field.
- At least five years of experience in advocacy, policy development, government relations, governance, human rights, development, social inclusion, or related fields.
- Demonstrated experience developing policy submissions, policy briefs, or advocacy strategies.
- Experience engaging with government institutions and decision-makers.
- Strong understanding of public policy processes and governance systems.
- Excellent analytical, research, and writing skills.
- Strong interpersonal, negotiation, and facilitation skills.
- Excellent oral and written communication skills.
- Experience coordinating and delivering training, workshops, or capacity building activities.
- Experience working within a National Human Rights Institution.
- Knowledge of Fiji's policy and legislative environment.
- Familiarity with regional and international human rights frameworks.
- Experience in coalition building and stakeholder coordination.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and document management systems.
- Understanding of and commitment to Human Rights, Social Inclusion, Child Protection, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), prevention of modern slavery, environmental protection, anti-corruption and other national safeguarding policies.



Essential Competencies

- Strategic Thinking
- Policy Analysis
- Advocacy and Influencing
- Stakeholder Engagement
- Diplomacy and Negotiation
- Research and Evidence Synthesis
- Partnership Development
- Report Writing
- Communication and Facilitation
- Project Coordination
- Political Acumen
- Cultural Competence and Respect for Diversity
- Commitment to Human Rights Principles

Core Values

The Coordinator shall demonstrate commitment to:

- Human dignity.
- Equality.
- Freedom.
- Integrity.
- Independence.
- Accountability.
- Respect for diversity.
- Professional excellence.

Term of Appointment

- The Coordinator shall be appointed for 6 months on a short-term contract and may be extended (subject to funding) determined by the Commission.

