



**MSG Secretariat**  
**Secretariat du GFLM**

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

## INFORMATION PACKAGE

### ADVISER – GENDER EQUALITY AND SOCIAL INCLUSION (GESI)

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## **I. BACKGROUND AND INFORMATION ON THE MSG SECRETARIAT**

The Melanesian Spearhead Group (MSG) was formally established in 1988 and consists of five members; the Republic of the Fiji Islands; the Independent State of Papua New Guinea; Solomon Islands; the Republic of Vanuatu; and Front de Liberation Nationale Kanak et Socialiste (hereinafter referred to as “FLNKS”) of New Caledonia. The Associate Member is the Republic of Indonesia and Observers, the Democratic Republic of Timor-Leste (DRTL), and the United Liberation Movement for West Papua (ULMWP).

The MSG member countries comprise the vast majority of the population of the Pacific Island region and their economies, fuelled by resources, tourism, and agriculture, are the most vibrant within the wider Pacific. The purpose of the MSG is to promote and strengthen: inter – membership trade; exchange of Melanesian cultures, traditions, and values; sovereign equality; economic and technical cooperation between states; and the alignment of policies in-order to further MSG Members’ shared goals of economic growth, sustainable development, good governance, and security.

The MSG Secretariat, established in 2008 as the administrative arm of the MSG, is based in Port Vila in Vanuatu. The Secretariat’s key role is to provide sound policy and technical adv, facilitate the implementation of Members’ decisions, advocate Members’ collective interests in regional and international fora and efficient management of resources to serve our members.

The MSG Secretariat’s strategic priorities and Work Program are delivered through three Divisions;

- ✓ Executive Division - Support the overall leadership and oversight of the MSG Secretariat to ensure the efficient delivery of services;
- ✓ Programs Division – delivery arm of the Secretariat in the implementation of Leader’s mandates in the areas of Trade, Investment, Socio-Economic Development, Governance, Political, Security, Environment, Climate Change, Natural Resource Management and Sustainable Development, Youth Sports and Culture; and
- ✓ Corporate Services Division – provides corporate support to enhance the delivery of the Secretariat’s strategic priorities and includes Human Resource Management, Finance and Administration, Information Technology and Communications.

## II. POSITION DESCRIPTION

### 1. KEY POSITION DATA

Job Title:	<b>Gender and Social Inclusion (GESI) Adviser</b>
Name of Division:	Trade, Investment & Economic Development
Responsible to:	Programme Manager – Trade, Investment & Economic Development
Duration:	From date of signing employment contract with MSG Secretariat up to <b>31 December 2025</b> and maybe be extended subject to satisfactory performance and availability of funds.
Job Purpose:	The GESI Adviser is a project post responsible for providing strategic, technical advice, training and capacity building on gender and social inclusion to MSG Secretariat Executives and Members and manage the implementation of the MSG Secretariat led <b><i>Promoting Melanesian Women to Enable Social and Economic Empowerment Project</i></b> .

### 2. OVERALL CONTEXT

The Gender and Social Inclusion (GESI) Adviser is a key position at the Melanesian Spearhead Group (MSG) Secretariat tasked to provide strategic, technical advice, training and capacity building and project management expertise to mainstream and strengthen gender equality and social inclusion in the MSG sub-region.

The Pacific Community (SPC) is supporting the MSG ***Promoting Melanesian Women to Enable Social and Economic Empowerment Project*** (hereinafter referred to as 'The Project'). The project aims to promote women economic empowerment and capacity building of twenty (20) Melanesian women who own micro, small and medium enterprises (MSMEs) to take advantage of market access opportunities through the MSG Trade Agreement (TA).

Building on the existing MSG Gender Framework, the formulation of an MSG Sub-Regional Plan 2024 – 2030 would strengthen regional collective action on advancing gender equality across MSG members. The MSG members present at the *15<sup>th</sup> Triennial Conference for Pacific Women* recognised that to accelerate progress towards their gender equality commitments, there is a need for coordinated action between government and non-state actors.

Strengthening women in leadership roles in Members' Parliaments is critical to enhance the research capacities of women to drive and influence change at the national level.

The Project will be rolled out to support four MSG member governments: Fiji, PNG, Solomon Islands and Vanuatu. This would require the MSG Secretariat to engage closely with major stakeholders namely: Member's Parliamentary Office, Ministry of Women, Ministry of Trade, Department of Customs, Chambers of Commerce and Industry and other regional partners on the management and implementation of the Project activities.

### 3. REPORTING AND SUPERVISION

Based at the MSG Secretariat, the GESI Adviser will report to the MSG Director General through the Deputy Director General and the Programme Manager for Trade, Investment and Economic Development (PMTIEP). The PMTIEP is responsible for the development and implementation of the Trade, Investment and Economic Development Programme at the MSG Secretariat.

The GESI Adviser will be supervised by Deputy Director General and work in close coordination with the MSG Project Coordination Management Unit (PCMU).

### 4. KEY RESULT AREAS

The GESI Adviser will oversee the implementation of key projects related to Gender Equality and the MSG Gender Frameworks. This role requires high-level technical expertise, strategic planning, and effective coordination with MSG members to achieve the desired outcomes. The GESI Adviser will undertake a range of key accountabilities and responsibilities as summarised below:

#### a) Project Management and Implementation

- i) **Provide Technical and Advisory Support:** Offer expert technical and advisory services to the MSG and its members to effectively implement their priority areas.
- ii) **Develop Workplan and Budget:** Create a detailed workplan and corresponding budget, ensuring alignment with project objectives within 2 months of recruitment.
- iii) **Conduct Project Meetings:** Facilitate regular meetings and briefings with relevant stakeholders to ensure smooth project management and obtain necessary approvals.

#### b) Finalisation of Key MSG Frameworks on Gender Equality

- i) **Review and Finalise Frameworks:** Lead the review of the draft MSG Gender Framework and formulate an accompanying Implementation Plan for Violence Against Women and Girls (VAWG). Organise and conduct training and validation workshops to finalise these two documents.
- ii) **Streamline Coordination:** Identify and implement actions to improve the coordination of MSG gender commitments and frameworks.
- iii) **Conduct a gender and social inclusion audit of MSG policies and set out key activities for GESI mainstreamed policies, procedures and practises within the Secretariat**
- iv) **Plan Finalisation Process:** Develop and execute a plan to finalise the MSG Gender Framework, ensuring all stakeholders are engaged and informed.

#### c) Advisory and Technical Support for Triennial Conference Outcomes

- i) **Facilitate Technical Support:** Coordinate technical support for MSG members to implement the outcomes of the 15th Triennial Conference for Pacific Women and the 8th Ministers for Women Meeting.
- ii) **Coordinate Planning Efforts:** Collaborate with the MSG Secretariat to support member planning efforts and facilitate meetings that advance the implementation of the conference outcomes.
- iii) **Conduct Regular Reviews:** Organise six-monthly review meetings with MSG leads to assess progress and address challenges.

- iv) **Prepare Annual and/or Progress Reports:** Compile and present annual progress reports from MSG Members to ensure accountability and track advancements.
  - v) **Advocate** for a standing agenda for gender equality progress to outcomes within the MSG governing bodies of the MSG Secretariat.
- d) **Communications and Outreach**
- i) **Support Communications Efforts:** Provide input on communications and media materials for the MSG Secretariat and MSG members, focusing on priority areas.
  - ii) **Prepare Strategic Briefs and Statements:** Draft briefs, papers, and statements to effectively communicate key messages to various stakeholders.
  - iii) **Advocate and Raise Awareness:** Contribute to communication and media products that support advocacy and awareness within the sub-region and broader Pacific region.
- e) **Monitoring, Evaluation, and Reporting**
- i) **Lead M&E Framework Development:** Develop and implement an Monitoring, Evaluation and Learning Framework to assist the MSG Secretariat and its members in tracking the implementation of priority areas.
  - ii) **Report Key Findings:** Prepare bi-annual and annual reports highlighting key findings, issues, and lessons learned.
  - iii) **Collaborate for Strategic Partnerships:** Engage with partners, including the Micronesian Gender Equality Committee, to share information and leverage resources for mobilisation and support.
- f) **Other duties**
- i) perform other tasks assigned by the MSG Secretariat necessary for the successful implementation of SPC PWL project activities.

## 5. PERSON SPECIFICATION

### Qualifications

Essential:	post-graduate qualifications in gender, development studies, social work, social sciences, social policy, law, human rights or a relevant field and a master's degree in a related field is a plus.
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### **III. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE**

6. The required knowledge, skills and work experience for the position are:

- i) post-graduate qualifications in gender, social sciences, human rights or a relevant field and a master's degree in a related field is a plus;
- ii) 10 years or more demonstrated experience and strong commitment to promote GESI principles in the field of human rights, gender equality, social inclusion and development of GESI strategies in the Pacific region, with a preference in similar development projects;
- iii) previous experience in developing, implementation, monitoring programme and project management;
- iv) sound understanding of the sustainable development goals (SDGs) and their implications to the local governance;
- v) demonstrated exceptional interpersonal, stakeholder mapping and engagement and coordinating with different stakeholders and facilitating discussions;
- vi) good understanding of other application for data management and project;
- vii) developing, delivering and reporting against work plans, writing of concept note and quality reports in similar donor-funded projects is an advantage;
- viii) experience developing capacity building initiatives and delivering sessions for diverse government and non-government audiences;
- ix) knowledge of best practices in knowledge management and sharing;
- x) experience of working in government, regional partners and international agencies will be preferable;
- xi) outstanding communication skills, both written and verbal with strong writing ability at a project donor reporting level;
- xii) proven ability to work collaboratively with diverse teams and stakeholders;
- xiii) highly organized with meticulous attention to detail;
- xiv) good knowledge with strong capabilities of computer applications especially MSG Office in word and data processing; and
- xv) analysis and conducting research via the internet.

#### **7. Additional Selection Criteria**

7.1 The requirements for selection are summarised below:

- i) must be a national of one of the MSG member states;
- ii) capacity to provide high quality advice to the organization and to Members on gender, social inclusion and development issues;
- iii) strong skills and experience in gender and social inclusion;
- iv) ability to network with development partners to set priorities, prevent duplication and follow-up on implementation of project activities;
- v) excellent command of the English language (knowledge of the French language is an added advantage) and good communication skills;
- vi) ability to work in a cross-cultural environment; and
- vii) officer will be required to travel (economy class) within the region and outside when requested.

#### **IV. REMUNERATION PACKAGE – TERMS AND CONDITIONS**

##### **8. Salary and Employment Conditions**

The recruitment and employment terms and conditions of the GESI Adviser will be guided by the MSG Staff Regulations and accompanying policies of the MSG Secretariat.

The specific MSG remuneration policies are summarised in the table below:

<b>Duty Station</b>	Port Vila, Vanuatu
<b>Duration:</b>	The appointment is for a period of fourteen (14) months with the possibility of renewal depending on performance and continued funding.
<b>Salary:</b>	The monthly salary is <b>AUD 8,333</b> including benefits.
<b>Public Holidays:</b>	In accordance with Vanuatu public holidays
<b>Medical Benefits:</b>	The employee and his/her dependents will be entitled to medical insurance benefits based on the Secretariat's regulations.
<b>General:</b>	Appointment will be under the terms and conditions of the MSG Secretariat's Staff Regulations, a copy of which will be made available to the successful applicant.

#### **IV. ADMINISTRATION INFORMATION**

**ESSENTIAL:** Applications should include:

- Full information on education and career background; AND
- A detailed Curriculum Vitae to include names, addresses (postal and e-mail), fax, and telephone numbers of three (3) employment referees.

**Submitting applications:**

- a) **By email:** Subject matter to be clearly marked “**Application for Adviser – MSG Gender Equality and Social Inclusion**” and sent to [recruitment@msg.int](mailto:recruitment@msg.int) OR
- b) **By post or fax:** Application to be addressed and sent to:

The Director General  
Melanesian Spearhead Group Secretariat  
PMB 9105  
Port Vila  
Vanuatu

**Deadline for applications: Friday 04, October 2024.**

**Late applications will not be considered.**

***MSG Secretariat is an equal opportunity employer and “Women” are strongly encouraged to apply***