

Duty Statement for Program Officer (Research and Learning)

- Reports to:** Regional Program Manager (on day-to-day work)
Operations Coordinator (on contractual/ HR matters)
- Location:** Program Secretariat Office, Suva, Fiji. Some regional travel may be required.
- Duration:** Full- or part-time until 30 June 2013, with a 3 month probation period
- Specification:** This is a locally engaged position, open to Fijian nationals or permanent residents who have the authority to live and work in Fiji.
- Objective:** This newly created role will directly support the development of PLP's research agenda, and enable the Program to contribute and learn from international research and practice in the area of developmental leadership.
- Salary Range:** 3,000 – 3,370 AUD gross per month (inclusive of PAYE, employer and employee FNPF).

Background

The Pacific Leadership Program (PLP) is a regional initiative of the Australian Agency for International Development (AusAID). Recognising the pivotal role leadership plays at all levels in a nation's path to development, PLP aims to strengthen leaders, emerging leaders and leadership practice in Pacific Island countries. The purpose of PLP is to support influential Pacific leaders to shape and lead developmental change.

PLP works in public, private and civil society sectors in the Pacific. It works at a regional level and in target countries including Samoa, Solomon Islands, Tonga and Vanuatu. PLP aims to be responsive, opportunistic and catalytic in supporting Pacific leaders. Activities are often focused on building constructive relationships with networks of key Pacific leaders. PLP then supports leaders, individually and in coalition to identify specific initiatives and actions towards community, national or regional development. PLP's strategies are:

- Strengthening leadership of influential Pacific sectors and organisations.
- Supporting coalitions of leaders to identify and drive developmental change.
- Equipping influential Pacific Islanders to effectively exercise leadership with resources tailored to their context.
- Building evidence, piloting initiatives, learning and applying knowledge relevant to leadership practitioners.

PLP draws on and contributes to knowledge on developmental leadership including a partnership with the Developmental Leadership Program – a multi-stakeholder international research and policy initiative.

Position Purpose

As a locally engaged staff member, the Program Officer (Research and Learning) will work in a team with PLP colleagues, partners, researchers and key stakeholders from various organisations throughout the region. This will require him/ her to establish and maintain harmonious and effective relationships and undertake all duties to a highly professional standard. The Program Officer (Research and Learning) will undertake the specific responsibilities described below. Duties may be varied from time to time by the Regional Program Manager to meet changing Program needs.

Duties and Responsibilities

1. In consultation with Regional Program Manager, develop and maintain a Research Strategy and corresponding Research Matrix for PLP.
2. Develop and maintain a database of past, current and planned research activities (and researchers) for PLP.
3. Maintain effective relationships with AusAID's Leadership Policy Section, the multi-stakeholder Development Leadership Program, regional and international research institutions and relevant stakeholders, to coordinate on planned and current research, and share information.
4. Support partners and other clients (eg policy officials, ministers) to define their research and information needs, and the most appropriate method for addressing these needs.
5. Draft Terms of Reference (TOR), research specifications, research instruments (eg questionnaires, surveys) and associated documentation.
6. Coordinate/ project manage commissioned research projects in line with TOR and within agreed timeframes, and provide quality assurance/ feedback on draft research reports as required.
7. In consultation with the Communications Officer and M&E specialist, ensure research findings are effectively collated and disseminated to meet a range of internal and external purposes (eg Program evaluation, planning, communications, learning, briefings, cables etc).
8. Respond to internal and external enquiries regarding PLP's research program.

Key Selection Criteria

- Post-secondary qualification in social sciences, development or other relevant discipline, and minimum three (3) years experience working in a related field.
- Demonstrated skills and experience using a range of quantitative and qualitative social research methods, including focus groups, questionnaires, surveys and case studies.
- Experience coordinating research activities, including developing Terms of Reference, recruiting and selecting researchers, overseeing
- Strong communication and analytical skills, with ability to convey (both verbally and in writing) complex information to stakeholders of varying levels of experience or ability.

- Experience preparing high quality written reports, Terms of Reference and other research documentation (in English).
- High level computing skills with experience in word processing, spreadsheets, and databases.
- Enthusiasm and ability to work as part of a small team and independently.
- Previous experience working in a research role, or donor-funded activities, is desirable.