



Position Title	Program Support Officer - Gender Equality, Disability, and Social Inclusion (GEDSI)
Reports to (role)	Pacific Hub Manager
Team	Pacific RHD Program
Location	Fiji

PURPOSE OF POSITION

This role will provide efficient administrative, project and operational support to the Pacific RHD Program, working collaboratively with senior management and other partners, with excellent ability to proactively identify and respond to needs and actions for the effective functioning of the program. This role will also provide detail-oriented and proactive support for the implementation of Gender Equality, Disability, and Social Inclusion (GEDSI) activities across our programs. The successful candidate will play a key role in ensuring services are accessible, inclusive, and responsive to the needs of marginalized populations. The successful candidate will assist in program planning, implementation, monitoring, and learning with a strong focus on equity and inclusion.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Program Implementation Support	- Support the integration of GEDSI principles into health program activities. - Assist in the development of inclusive health communication materials - Coordinate with country teams, partners and stakeholders to promote inclusive health service delivery - Support training and capacity-building initiatives for staff and partners on GEDSI in program. - Assist in advocacy efforts to promote inclusive health policies and practices	- Number of program activities with GEDSI components; feedback from beneficiaries and stakeholders - Number and quality of materials produced; accessibility compliance - Number of coordination meetings held; documented outcomes and follow-up actions. - Number of sessions delivered; participant feedback and learning outcomes - Number of advocacy activities supported; policy or practice changes influenced





Monitoring, Evaluation, and Learning	• Support the collection and analysis of disaggregated data (e.g., by gender, age, disability) • Assist in documenting GEDSI-related outcomes, challenges, and lessons learned • Contribute to the development of inclusive MEL tools and frameworks • Assist in preparing reports, presentations, and documentation for internal and external audiences	• Completeness and accuracy of disaggregated data; use of data in program planning • Number of case studies and learning products developed; integration into program reviews • Number of tools developed or adapted; stakeholder feedback on usability • Quality and timeliness of submissions; alignment with donor and organizational standards
Program Management support	• Assist with grant processes including data entry, formatting of documents, reports and presentations • Assist with submission of activity proposals and applications • Support recruitment, onboarding and offboarding of staff, students and volunteers. • Assist in the tracking of outputs from the team including publications, presentations and grant submissions • Maintain and improve record-keeping and filing systems. • Support liaison with stakeholders, including with research partners, funding bodies and other teams across the Program • Support communications and social media strategy of the team to promote outputs and impact. • Undertake additional tasks and responsibilities to support the team and commensurate with the role. • Provide logistical support for GEDSI-related events, workshops, and field activities	• Clear workplans and milestones developed. • Ability to simultaneously coordinate and deliver multiple projects, which may be complex and interconnected. • Ensure high quality of written communication. • Compliance with relevant policies and guidelines. • Formal and informal feedback from internal and external stakeholders • Timeliness and effectiveness of support; satisfaction of participants and facilitators
Governance support	• Assist with the mechanisms in place for all projects in the Program including governance requirements, risk management, reporting, and compliance with funding and contractual obligations.	• Program is managed in accordance with requirements and guidelines from the various bodies. • Formal and informal feedback from internal and external stakeholders.





Collaboration and Stakeholder Management support	• Support stakeholder relationships through effective communication. • Work collaboratively with other team members, research investigators and stakeholders. • Assist with the planning and coordinating of events for the Program. • Respond to queries from Program partners and external stakeholders.	• Formal and informal feedback from internal and external stakeholders. • Successful engagement of collaborators. • Positive feedback from team • Acknowledged as working collaboratively and effectively.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by relevant policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

Key competencies of the role
QUALIFICATIONS
Qualification in public health, Social Sciences, Gender Studies, Disability Studies, or a related field, OR equivalent expertise or work experience.
ESSENTIAL CRITERIA
Minimum of 2 years of experience in MEL or program support roles with a focus on GEDSI, preferably in the health sector.
Understanding of inclusive health programming and barriers faced by marginalized populations
Experience working with diverse communities, including people with disabilities, women, and minority groups.
Excellent attention to detail and organisational skills.
Adaptability and ability to predict needs and action.
Ability to work independently, use initiative and set priorities.
Excellent verbal and written communication skills, including demonstrated interpersonal skills.
Demonstrated proficiency in a standard array of software packages (e.g., Microsoft Office suite), data management tools, and to learn new software and systems.
Team player with a desire to help others.
Excellent people skills with the ability to develop strong internal and external relationships.
Ability to manage competing priorities, work calmly under pressure, and show initiative.
Excellent organisational skills, flexibility and ability to set priorities and meet deadlines under pressure.
Ability to quickly identify and manage risk.
DESIRABLE CRITERIA
Experience with participatory approaches and community engagement.
Familiarity with national and international GEDSI frameworks and standards.



Knowledge of local health systems and service delivery models.
Knowledge of rheumatic heart disease or non-communicable diseases.
Experience of working with people with chronic disease.
Experience with the management of budgets, forecasting and financial management for the program.
Experience with grant administration, governance, submissions to boards and local authorities.
Experience with the procurement of equipment, software and consultancy services.

DIRECT REPORTS	0
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Approved by:	Joseph Kado
Date approved:	29 July 2025

Application letter with Curriculum Vitae must be submitted by **midnight (local time), Sunday the 24^h August 2025**, with names and contact details of at least two referees. Applications received after the closing date cannot be considered.

Applications can either be hand-delivered, addressed to:

Doris Susau
Country Manager
Live & Learn Fiji
52 Imthurn Road
Domain
SUVA

Or, via email to admin@pacificrhd.org

Interested candidates are invited to visit our website www.pacificrhd.org for further information about our work. Only shortlisted candidates will be contacted for further information and/or interview.

Live & Learn are an equal opportunity employer. We are committed to the wellbeing and safety of all children, and employees are required to agree and abide by Live & Learn's Child Protection and Fraud Control Policies, Good Practice Manual, and follow our Code of Conduct.

