

# **Vacancy: The USP Students Association (USPSA) -Federal**

## **Research and Programs Officer**

Ref: JR04/06

### **1. Overview and Purpose**

The Federal Office invites suitably experienced and qualified individuals to apply for the position of the Research and Programs Officer. The position is in-charge of developing inputs and analyses to the development, delivery, and assessment of work programs and activities in the Pacific; organizing program activities across good governance, democracy and right to information, planning, capacity building and providing direct support to the Senior Program Manager for development of effective result deliveries under biannual/annual program plans; maintaining effective program reporting and communication internally and externally with government stakeholder and development partners in line with project deliverables, USPSA policies, standards and protocols. Responsibilities include, but not limited to:

- a. Providing research and direct technical assistance to Senior Program Manager and Officers in the areas of formulation and implementation of National/Regional project activities; and analysis of technical issues, including the analysis, synthesis and consolidation of background materials and reports;
- b. Assist in developing project plans, timelines, and resource allocation strategies to optimize project outcomes;
- c. Assisting with management of meetings and negotiations and consultancies, including Oversight of meeting logistics including travel arrangements, function management and other venue arrangements; budgets and finances and other administrative acquittals required, and
- d. Draft website content regarding policy, analysis, negotiations and other relevant issues and work proactively with colleagues to manage website content.

### **2. FUNCTIONAL**

- a. Leadership, teamwork, and creative problem-solving abilities
- b. Excellent multi-cultural literacy and interest in being a part of an international team working in an evolving and entrepreneurial environment.
- c. Excellent communication (both written and oral) and facilitation skills.
- d. Problem solver, able to find and implement solutions.
- e. Innovative thinker, able to see opportunities across different sectors/disciplines.
- f. Anticipate and provide necessary technical and content-based support.
- g. Willingness and ability to travel.

### **3. CORPORATE**

- a. Understand and actively support USPSA and USP's mission, vision, and values.
- b. Promote the best use of public resources.
- c. Promote an organizational culture of trust, transparency, respect, and partnership.
- d. Process and share information easily.
- e. Manage emotions and stress positively, build rapport and resolve conflict easily.

- f. Promote creativity and innovation among staff.

#### 4. REQUIREMENTS/SELECTION CRITERIA

- Bachelor's degree in a relevant field (e.g., Law, Social Sciences, Project Management, International Relations) or equivalent.
- At least 1-year direct relevant experience in project coordination and management, with a track record of successfully executing complex projects on time and within budget.
- Familiarity with Right to Information, Regional Anti-Corruption Instruments, 2050 Blue Pacific Strategy and Good Governance agenda in the Pacific.
- Experience in day-to-day engagement with Government ministries and CROP agencies.
- Experience in engaging with development partners and USP member countries/Local Campuses.
- Experience in project management, policy and planning, research and analysis and project design.
- Experience in organizing policy consultations, validation meetings, workshops, and capacity building events.
- Experience applying participatory approaches, gender, environmental and social inclusion safeguards.
- Experience working in Fiji or other Pacific Island Countries or is an advantage.
- Fluency in English and excellent report writing skills are essential.

#### 5. WORKING CONDITIONS

USPSA provides FNNP contributions in line with Fiji's National Employment Laws, 25 days of annual leave, and private health insurance policy.

#### Salary Range

\$28,440.86 to \$34,571.06 per annum

The position is for available for a 2-year period and may be renewed subject to program funding.

#### 6. HOW TO APPLY

Please include the following documents in your application: Academic Credentials/Transcripts, Cover letter clearly addressing key Selection Criteria and Resume with names of three referees, one of which must be your current or most recent direct work supervisor. Referees will only be contacted if you are selected.

Only shortlisted candidates will be contacted.

Email applications to: Ms. Poonam Singh ([poonam.singh@usp.ac.fj](mailto:poonam.singh@usp.ac.fj)) or hand deliver at the USPSA Federal Office (located at Laucala Campus, opposite halls of residence office).

*About USPSA's Projects and Partnerships, refer to: [Projects and Partnerships - The USP Students' Association \(USPSA\)](#)*