
Position Description

Vacancy Title: **Advisor, Governance and Inclusion**

Location:

Reports To: **None**

Objective

To strengthen PDF member Organisations of Persons with Disabilities (OPDs) through technical advice on governance, legal obligations, gender equality and human resource management. The role supports effective organisational policies, fair employment practices, institutional safeguards and inclusive programme delivery. It develops advocacy resources, contributes technical inputs to funding proposals and guides OPDs in identifying and addressing compliance risks to protect rights and improve organisational accountability. Reports to: Senior Manager Programs & Member Services.

Outcomes

Organisational Stakeholders

1. Governance and Organisational Policy

Member OPDs apply clear governance arrangements and organisational policies to support accountable decisions, protect member rights and fulfil applicable obligations.

- Review constitutions, governance procedures and organisational policies to identify gaps and inconsistencies.
 - Advise on Board and management responsibilities, delegated authority and accountability to members.
 - Support the development and review of policies covering conflicts of interest, confidentiality, ethical conduct and complaints.
 - Explain relevant legal and policy requirements in accessible language.
 - Document recommendations and support implementation following approval through the appropriate governance channels.
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2. HR Practices and Institutional Safeguards

Member OPDs strengthen people management practices and safeguards to support fair treatment, accessible workplaces and appropriate responses to complaints and concerns.

- Review recruitment, employment documentation, induction, performance management and grievance procedures.
 - Recommend improvements to support consistent and fair employment practices.
 - Advise on accessibility, reasonable accommodation and equal participation in employment.
 - Support policies and procedures addressing discrimination, harassment, exploitation and abuse.
 - Guide OPDs on confidential recordkeeping, reporting channels and referral procedures.
 - Refer sensitive employment and safeguarding matters through approved channels.
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3. Gender Equality and Inclusive Programme Participation

OPD programmes address gender-related barriers and provide accessible opportunities for persons with disabilities to participate in planning, delivery and review.

- Review programme plans and activities to identify barriers affecting women and girls with disabilities and other underrepresented groups.
 - Recommend practical measures to improve representation, accessibility and participation.
 - Support consultations which capture different experiences and priorities.
 - Advise on integrating gender equality into programme objectives, budgets, activities and monitoring indicators.
 - Support appropriate collection and analysis of participation data, with confidentiality and consent safeguards.
 - Review participant feedback and recommend adjustments to programme delivery.
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4. Advocacy Guidance and Resources

Member OPDs use accessible, evidence-based guidance to communicate disability rights priorities and contribute informed submissions to policy and governance discussions.

- Identify advocacy support needs through consultation with member OPDs.
 - Develop guidance notes, briefing materials and templates on disability rights, gender equality, governance and employment issues.
 - Translate technical concepts into practical language and accessible formats.
 - Support OPDs in preparing consultation responses, policy submissions and meeting briefs.
 - Check resources for accuracy, relevance and consistency with approved PDF positions.
 - Document feedback and update resources as requirements and member needs change.
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5. Technical Inputs to Funding Proposals

Funding proposals include clear governance, gender equality, inclusion, HR and safeguarding provisions aligned with proposed activities and donor requirements.

- Review proposal requirements and identify relevant technical obligations.
- Contribute content on gender equality, disability inclusion, organisational safeguards and people management.
- Identify staffing, accessibility and capacity-development needs arising from proposed activities.
- Recommend suitable indicators and evidence sources for tracking inclusion and safeguarding commitments.
- Review technical commitments against organisational capacity and proposed budgets.
- Coordinate inputs with responsible colleagues and document outstanding requirements before submission.

6. Compliance Risks and Mitigation Actions

Member OPDs identify governance, legal, HR, gender and safeguarding risks early and implement documented actions to reduce exposure and strengthen accountability.

- Review organisational practices and records to identify compliance gaps and emerging risks.
- Maintain a record of identified risks, recommended actions, responsible persons and target dates.
- Assess the potential impact of risks on members, staff, programme participants and organisational operations.
- Recommend corrective actions and support implementation within approved authority.
- Monitor progress and escalate overdue actions or material risks to the reporting manager.
- Coordinate specialist advice or referrals where matters require expertise beyond the role's scope.

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Human Resources, Management/Planning/Policy	

Work Knowledge and Experience

Relevant qualification or equivalent demonstrated experience in programs & member services and the technical requirements of the role.

Demonstrated experience planning, delivering and reporting work with multiple stakeholders.

Understanding of the CRPD, disability rights, accessibility, safeguarding and Pacific regional context.

Strong written reporting, digital literacy, information management and professional judgement.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
External		
	PDF member and emerging OPDs; persons with disabilities and disability movement leaders; governments; regional bodies; donors; development partners; technical providers; and other civil society and private-sector stakeholders, with engagement designed to	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Flexible / Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

Closing Date: 01 Nov 2026