
Position Description

Vacancy Title: **Advisor, Humanitarian and Climate Resilience**

Location:

Reports To: **None**

Objective

To strengthen disability inclusion in humanitarian action, disaster risk reduction and climate resilience across the Pacific. The role leads technical support for implementing the Pacific Disability Inclusive Humanitarian and Resilience Development Strategy, develops accessible learning resources and advises member Organisations of Persons with Disabilities (OPDs) and partners. It supports OPD participation in resilience planning, represents PDF in regional coordination forums and contributes evidence and technical inputs to advocacy and funding proposals. Reports to: Senior Manager Programs & Member Services.

Outcomes

Organisational Stakeholders

1. Humanitarian and Resilience Strategy Implementation

Agreed strategy priorities translate into coordinated activities, documented results and practical improvements in disability-inclusive humanitarian and resilience practices.

- Develop annual workplans with clear activities, responsibilities, timeframes and expected results.
- Coordinate implementation with member OPDs, humanitarian agencies and development partners.
- Integrate accessibility and disability inclusion into preparedness, response, recovery and resilience activities.
- Monitor progress against agreed workplans and PMS Framework measures.
- Document achievements, implementation barriers and corrective actions.
- Refer delivery risks and unresolved issues to the reporting manager.

2. Accessible Disaster Risk Reduction and Climate Resources

OPDs and partners access and apply practical learning resources to strengthen disability inclusion in disaster preparedness and climate adaptation.

- Identify learning needs through consultation with OPDs and relevant partners.
- Develop guides, training materials and planning tools on disaster risk reduction, humanitarian action and climate resilience.
- Adapt resources to local contexts, communication needs and accessibility requirements.
- Involve persons with disabilities in reviewing resource content and usability.
- Facilitate training and assess how participants apply their learning.
- Update materials using participant feedback and implementation lessons.

3. Technical Guidance to OPDs and Partners

OPDs and partners incorporate disability inclusion into humanitarian procedures, disaster plans and climate resilience initiatives.

- Review plans and activities to identify gaps in accessibility, participation and support arrangements.
- Advise on inclusive risk assessments, early warning communication, evacuation planning and access to emergency services.
- Support partners in addressing barriers affecting persons with different disabilities.
- Provide practical guidance on reasonable accommodation and inclusive consultation.
- Document technical recommendations and follow up on agreed actions.
- Refer specialist issues beyond the role's expertise through appropriate channels.

4. Regional Humanitarian Representation and Coordination

Regional humanitarian discussions and coordination processes reflect disability inclusion priorities and the experiences of PDF member OPDs.

- Represent PDF in approved humanitarian forums, working groups and coordination meetings.
- Gather member input to inform PDF contributions and agreed advocacy positions.
- Present evidence on accessibility barriers and disability inclusion needs.
- Promote OPD involvement in regional preparedness, response and recovery mechanisms.
- Maintain working relationships with humanitarian agencies and regional partners.
- Record decisions, commitments and follow-up actions, and brief the reporting manager and relevant members.

5. OPD Participation in Resilience Planning

Member OPDs contribute to disaster and climate resilience decisions, with their priorities reflected in plans and implementation arrangements.

- Identify opportunities for OPDs to participate in national, regional and community planning.
- Prepare members for consultations through accessible briefings and practical support.
- Advocate for accessible venues, information and participation arrangements.
- Support participation by women, young people and other underrepresented persons with disabilities.
- Help OPDs develop recommendations based on lived experience and local risks.
- Track how planners address OPD recommendations and support follow-up where gaps remain.

6. Funding Proposals and Advocacy Evidence

Funding proposals and advocacy materials use credible evidence to address disability inclusion gaps in humanitarian action and climate resilience.

- Gather evidence on disaster impacts, climate risks and barriers experienced by persons with disabilities.
- Document member priorities, programme results and lessons with appropriate consent and confidentiality.
- Contribute technical content, activities, indicators and resource requirements to funding proposals.
- Support budgets covering accessibility, reasonable accommodation and OPD participation.
- Prepare case studies, briefing notes and other evidence for approved advocacy activities.
- Review technical commitments against available capacity and track agreed proposal inputs and deadlines.

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	Humanities / Social Science, Others	

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
Internal		
	Senior Manager Programs & Member Services; colleagues across all three strategic priorities; CEO and Board through approved channels	
External		

Type	Interaction	Comments
	PDF member OPDs, regional partners, governments, donors, consultants and service providers as relevant to the role.	

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

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Further Contact Information: --

Closing Date: 01 Nov 2026