Pacific Disability Forum

Position Description

Vacancy Title: **Program Officer Advocacy & Influence**
Location:
Reports To: **None**

Objective

The Program Officer – Advocacy & Influence supports the implementation of Pacific Disability Forum's advocacy, policy influence and disability rights initiatives across the Pacific region. The role contributes to strengthening the voice and representation of Organisations of Persons with Disabilities (OPDs), promoting implementation of the United Nations Convention on the Rights of Persons with Disabilities (CRPD), and advancing disability-inclusive policies and practices. The position works closely with member OPDs, government agencies, development partners and regional stakeholders to coordinate advocacy campaigns, monitor policy developments, gather evidence, and support informed decision-making that advances the rights and inclusion of persons with disabilities throughout the Pacific. This role ensures that advocacy efforts are evidence-based, strategically coordinated and aligned with PDF's organisational priorities and commitments

Outcomes

Organisational Stakeholders

1. Advocacy and Campaign Coordination

- Support the planning, implementation and monitoring of regional and national advocacy campaigns.
- Coordinate campaign activities, stakeholder consultations and awareness initiatives.
- Prepare advocacy materials, briefing notes, position papers and communication products.
- Monitor progress against advocacy objectives and maintain records of campaign outcomes.

2. Policy Research and Analysis

- Monitor regional, national and international disability policy developments.
- Conduct research and gather evidence to support advocacy priorities.
- Analyse policy trends and identify opportunities to influence decision-making processes.
- Contribute to policy submissions, reports and recommendations.

3. CRPD Monitoring and Accountability

- Support monitoring of CRPD implementation across member countries.
- Coordinate collection and analysis of information related to disability rights commitments.
- Maintain records on progress, challenges and emerging issues affecting persons with disabilities.
- Assist in preparing reports and accountability mechanisms that promote compliance with international obligations.

4. Stakeholder Engagement and Partnerships

- Develop and maintain positive working relationships with OPDs, governments, civil society organisations and development partners.
- Coordinate stakeholder meetings, consultations and engagement activities.
- Maintain stakeholder databases and engagement records.
- Facilitate the sharing of information and good practices across networks.

5. Knowledge Management and Reporting

- Consolidate evidence, case studies and programme data to support advocacy initiatives.
- Maintain accurate records, filing systems and programme documentation.
- Prepare timely progress reports, meeting records and activity updates.
- Support organisational learning through documentation of advocacy achievements and lessons learned.

Responsibilities - Key Competencies

Competence	Description
Customer	
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

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Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Law, public policy, management, planning, research, disability studies, community development, human rights or another relevant discipline.	Relevant experience may be considered in lieu of formal qualifications.

Work Knowledge and Experience

Relevant experience may be considered in lieu of formal qualifications.

At least 3 years' experience in advocacy, policy, programme coordination or stakeholder engagement.

Experience working with diverse stakeholders, including civil society, government and development partners.

Experience in report writing, research and project administration.

Understanding of disability rights and the CRPD.

Knowledge of the Pacific development context and issues affecting persons with disabilities.

Understanding of inclusive development, accessibility and safeguarding principles.

Strong written communication, analytical and organisational skills.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Senior Manager Influence, Advocacy & Enablement; colleagues across all three strategic priorities; CEO and Board through approved channels	
	Chief Executive Officer	
	Programme Officers	
	Communications and Membership staff	
External		
	Organisations of Persons with Disabilities (OPDs)	
	Government Ministries	
	Regional regulators and governments	

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.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Interpersonal Styles	
Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Thinking Styles	
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.

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How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

Closing Date: 15 Nov 2026

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