

Position Description

Vacancy Title: **Program Officer Policy & Legal Research**

Location:

Reports To: **None**

Objective

The Program Officer – Policy & Legal Research provides technical support to advance disability-inclusive policies, legislation, and regulatory frameworks across the Pacific region. The role is responsible for conducting policy analysis, legal research, evidence gathering, and monitoring of national, regional, and international developments that impact the rights of persons with disabilities. Working closely with Disabled Persons Organizations (DPOs), governments, development partners, and other stakeholders, the position contributes to strengthening advocacy efforts and promoting the implementation of disability rights commitments, including the UN Convention on the Rights of Persons with Disabilities (UNCRPD).

Outcomes

Organisational Stakeholders

1. Policy Research and Analysis

- Conduct research and analysis on disability-related policies, legislation, regulations, and governance frameworks.
- Review existing national and regional policies to identify gaps, opportunities, and barriers affecting persons with disabilities.
- Develop policy briefs, discussion papers, technical reports, position statements, and recommendations to support advocacy initiatives.
- Monitor policy developments and emerging trends relevant to disability inclusion across the Pacific region.

2. Legal Research and Rights Monitoring

- Undertake legal analysis on disability rights issues and assess alignment with international human rights instruments, particularly the UNCRPD.
- Support the review of laws and regulations affecting persons with disabilities.
- Maintain a repository of legal and policy resources to support organizational and member needs.
- Provide research-based evidence to strengthen policy and legal reform initiatives.

3. Advocacy and Stakeholder Engagement Support

- Contribute technical information and evidence to disability advocacy campaigns and policy dialogue processes.
- Support consultations with DPOs, government agencies, regional bodies, and development partners.
- Prepare background papers, briefing notes, presentations, and meeting materials for policy engagements.
- Assist in coordinating stakeholder feedback and consultation processes.

4. Knowledge Management and Reporting

- Maintain accurate records of research findings, policy reviews, and legal assessments.
- Develop knowledge products that support awareness, advocacy, and capacity-building activities.
- Contribute to donor, program, and organizational reporting requirements.
- Disseminate research findings and good practices through various communication channels.

5. Program Support

- Support implementation of policy and legal research activities within approved workplans and budgets.
- Assist with organizing workshops, consultations, policy dialogues, and regional forums.
- Collaborate with program teams to ensure policy and legal perspectives are integrated into program design and implementation.
- Perform other duties reasonably required to support organizational objectives.

Responsibilities - Key Competencies

Competence

Description

Business

Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.

Customer

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.

Competence	Description
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Research	Apply formal research methodologies.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Laws	Bachelor's degree in Law, Public Policy, Political Science, International Development, Human Rights, Social Sciences, or a related discipline.

Work Knowledge and Experience

Demonstrated experience in policy analysis, legal research, advocacy, governance, or human rights-related work.

Strong understanding of disability rights and inclusive development principles.

Excellent research, analytical, and report-writing skills.

Strong communication and stakeholder engagement abilities.

Experience working with Disabled Persons Organizations, civil society organizations, regional institutions, or government agencies

Understanding of Pacific regional development and policy environments.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
External		
	Donors	
	Consultants	
	Government	
	Member OPDs	

Attributes

Behavioural Styles

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.

Energetic Constantly active and driven to put in effort. Works hard to promote an enterprise.

Interpersonal Styles

Extrovert Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.

Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Perceptive Shows keen insight and understanding of issues or situations.

Thinking Styles

Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.

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: 15 Nov 2026