

JOB TITLE: National Social Safeguard/Gender Officer.

DEPARTMENT: Land Management Unit (PMU)

REPORTS TO: Head of Project Management Unit

Key Stakeholders and Relationships - Head of Project Management Unit, National Social Safeguards consultant, International Social Safeguard Specialist, Human Resources Dept, Communications Team, project development partners, relevant government ministries and departments.

Background

The Solomon Islands Water Authority (trading as Solomon Water) is driving major water and sanitation infrastructure upgrades across the country. A core part of this effort is the Urban Water Supply and Sanitation Sector Project (UWSSSP), which is co-funded by the Asian Development Bank (ADB), World Bank (WB) and European Union, alongside other vital capital works programs under SIWA Operations Department.

To build sustainable infrastructure, Solomon Water (SW) integrates social and environmental safeguards compliance, gender equality, social inclusion, and workplace safety into its day-to-day corporate operations and project management. The Social Safeguards and Gender Officer is expected to provide institutional-wide support across the whole of Solomon Water, while delivering project-specific safeguards and gender support to the Project Management Unit. This includes supporting the grievance redress mechanism and monitoring the Gender Action Plan. A critical component of this role includes driving active mitigation strategies against sexual exploitation, abuse, and Harassment (SEAH).

PURPOSE AND SCOPE OF ROLE

Is to prevent social exclusion, encourage community engagement, ensure the participation of women and other vulnerable groups in the Project, and ensure that all processes and documents mainstream social safeguards issues and gender equity, so that the project does not detrimentally affect the social well-being of the population. The National Social Safeguards and Gender Officer will assist SW to implement, monitor and update the consultation and gender components of the Urban Water Supply and Sanitation Sector Project (UWSSSP) and will work closely with the UWSSSP staff and external stakeholders including: National Environmental and Social Safeguards Officer, International Environmental Specialist, International Social Safeguard Specialist (ISSS), Catchment Manager, WASH Officer, Communications Team and Customer Service Team in the preparation of the quarterly progress reports (QPR), semi-annual safeguard monitoring reports (SMR), and quarterly Gender Monitoring Report for project development partners and the Solomon Islands Government. This role demands a mix of fieldwork, community consultation, policy alignment, data collection, monitoring, reporting and administrative support.

Reporting and key working relationship.

1. The Social Safeguards and Gender Officer will report directly to the Manager of the Project Management Unit/Land Management Unit, but will also liaise closely with the Human Resources Department on SEAH matter.
2. S/he will be guided and mentored by the National Social Safeguards and International Social Safeguards and Gender Specialists.
3. Work closely with SW technical staff, land management staff, community liaison officers and communications team to contribute to project design, implementation, learning, monitoring and evaluation, through active collaboration with all team members.

Corporate and Organisation-wide support

4. Help embed social and gender safeguard standards and processes into broader Solomon Water institutional structures.
5. Work with the HR team to advance internal workplace gender equality, diversity initiatives and internal policy reviews.
6. Assist the Community Liaison Officer (CLO) and Communications team in designing gender-sensitive, inclusive community outreach materials and public WASH campaigns.
7. Support the investigation and resolution of any SEAH related issues that main arise within the organisation or at construction sites.
8. Assist the International Social Safeguards Specialist in building the capacity of the PMU and SW in basic community engagement, social safeguards, and gender awareness. Organise and help facilitate internal staff training sessions on corporate gender policies, (including GBV, SEAH awareness and code of conduct compliance) for PMU staff, SW staff, contractors, and other relevant stakeholders.

PMU and project works support

9. Develop and maintain relationships with local communities affected by project activities, and work closely with the project's Community Advisory Committees, national and local government bodies, the private sector, NGOs, and donors.
10. In collaboration with SW CLO and PMU staff, assist with community consultations and workshops, ensuring women, youth, and vulnerable groups are fully engaged in the processes and have a voice in project decisions. Maintain records including attendance sheets, minutes, photographs, and grievance logs.
11. Together with the ISSS, ensure that the Gender Action Plan (GAP) for the project is effectively implemented to ensure the participation of women, gender training, and integration of gender-sensitive design elements into the formulation and implementation of subprojects.
12. Assist the Safeguards Team in the review the LARP and Contractor Construction Environmental Management Plans (CEMP) and confirm any changes required with SW and the Contractor, prior to commencement of works. Ensure that contractors are familiar with social safeguards and GAP requirements, including those relating to labour law, equal pay, employment of minors, child protection, gender based violence, prevention of sexual exploitation, abuse, and sexual harassment, and HIV/AIDS.
13. Oversee the project's Grievance Redress Mechanism (GRM), monitoring any grievances relevant to social, land, resettlement, and gender issues, and the measures implemented to address those grievances in a timely and appropriate manner. Monitor contractor compliance with SEAH prevention frameworks and ensure safe, confidential reporting channels exist for local communities. Ensure the Grievance Register and confidential SEAH Register are properly maintained and up-to-date.

Date collection , monitoring and reporting

14. Where necessary, support the collection of key data: by conducting household surveys, inventories of losses, vulnerability studies and baseline data collection at each subproject site, to ensure consistent, reliable and sex-disaggregated data is available for planning, implementation and monitoring.
15. Assist the PMU to prepare quarterly progress reports, semi-annual monitoring reports, and gender monitoring reports, as well as project completion reports as required by ADB and WB.

Key Skills/Competencies

- Understanding of the socio-cultural and gender landscape within the Solomon Islands.
- Demonstrated skills and experience in working with local communities, local and national

government bodies, NGOs, and donors.

- Knowledge of monitoring and evaluation of Gender Action Plan activities
- Sound knowledge and experience in collection of key data for planning, implementation and monitoring: by conducting household surveys, inventories of losses, vulnerability studies and baseline data
- Experience in organising gender training (including GBV and SEAH awareness), workshops and events for staff, contractors, and other relevant stakeholders.
- Sound knowledge of monitoring compliance with ADB, World Bank and EU social safeguards standards and regulations (or willingness to learn).
- Willingness to travel and undertake site visits
- Excellent knowledge of English, fluent verbal and written communication skills in English and Pijin, and good report writing skills.
- Practical skills in standard MS Office Software (Word, Excel, Powerpoint).

Qualifications or Education.

Essential

- A Degree and preferably Post Graduate Qualification in social sciences or a relevant field (Gender Studies, Community Development, Anthropology, Development or Environmental studies) from a recognized tertiary institution.
- At least 2 years' experience in handling social research, development, or gender roles.

Desirable

- Previous experience of working on World Bank, ADB, or similar donor funded projects would be desirable.