

# Terms of Reference for GEDSI/Food and Water Security Project Officer

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## Background

The Pacific Research Centre for the Prevention of Obesity and Non-communicable Diseases (C-POND) is a collaborative research center established in 2009 by Fiji School of Medicine (now CMNHS, FNU) and Deakin University. The Centre aims to support and facilitate research related to obesity and non-communicable diseases in the Pacific Region. It works collaboratively with multiple partners and institutions both within the region and globally. It is funded primarily through research grants and project funding. It has a role in advising, supporting and leading research and research dissemination in the region, and has a strong emphasis on capacity building.

In line with the objectives of the Fiji Institute of Pacific Health Research (FIPHR), the research arm of the College of Medicine, Nursing and Health Sciences (CMNHS) at the Fiji National University (FNU), C-POND will continue its work on its Strategic Thematic 2 on Non-Communicable Diseases (NCDs), Inequality, Poverty, and Modernization.

The person(s) filling this position reports to and will be under the supervision of the Head of C-POND. The post-holder will be part of the C-POND Team based at the Tamavua campus.

## Terms of Reference

Duties and responsibilities include, but are not limited to:

1. Manage and undertake relevant research, including:
  - Supporting local communities and GEDSI organisations to understand enablers and barriers that influence equitable access to NCD-related services, programs, and policies – particularly for groups experiencing health and social inequities
  - Designing of research proposals and contributing to the development and/or selection of culturally appropriate, locally informed research tools for data collection and analysis.
  - Contributing to program monitoring, evaluation, learning, and reporting processes, including regular updates to the program Activity Log, to ensure that GEDSI-related activities, outcomes, and lessons are captured and communicated
  - Supporting the development process of obtaining appropriate research ethical clearances.
  - Supporting the planning and facilitation of a community food and water forum to explore local priorities, opportunities, and approaches for improving food and water security.

- Identifying, supporting and providing secretariat functions in recommending potential members for a Fiji Food and Water Reference Group to guide and inform this area of work.
  - Facilitating data collection (qualitative and quantitative) including interviews, focus group discussions, Talanoa or other forms of culturally relevant methods with representatives of GEDSI-related organisations, community members experiencing health or social inequities, and other local leaders.
2. Report and dissemination of research findings, including
    - Contributing to the preparation of a monthly report to funders which presents key GEDSI findings, key food and water security-related findings, outcomes and lessons learned.
    - Supporting the development of community-friendly resources to disseminate findings back to local participants and partners.
  3. Any other duties assigned by the Head of the Centre and/or the Dean of the College

#### **Job Title**

GEDSI/Food and Water Security Project Officer– C-POND

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#### **Term of appointment**

The appointment is 1.0 FTE (Full time) from 2026 for 3 years [100 % covered under project fund (XXX)].

#### **Level of appointment**

Project Officer- Step 1 (TVET Salary Band of an Instructor) which is \$41,451

#### **Person Specification**

##### **Essential**

- A Bachelors Degree from a recognised University in Development Studies or Health
- A certificate in GEDSI training
- Must have over two to four years of research experience in an academic or other institution preferably have experience with C-POND
- Demonstrable experience in doing research at Institutional level
- Experience in research in the areas of Health and Nutrition
- Experience in the design and implementation of action research projects
- Experience in collating and writing reports, manuscripts etc

##### **Desirable**

- Must be a team player
- Must have knowledge of research software programs and tools ( EndNote, SPSS, Kobo Toolbox etc)
- Must have published papers including technical reports
- Demonstrably good character and competence in similar/related field.
- Must be well versed with Power Point, Microsoft Word and Excel
- Demonstrated Research Leadership skills
- Able to resolve issues faced from the field with team members
- Able to perform data entry and analysis both Quantitative and Qualitative.

- Excellent verbal, written and non-verbal communication skills.