

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Environmental Sustainability Coordinator** – in the Climate Change and Environmental Sustainability Programme. This position will be located at its headquarters in Noumea, New Caledonia.*

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Climate Change and Environmental Sustainability Programme (CCES)** was established to enable SPC to strengthen and streamline its actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and environmental sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions.

The role – the **Environmental sustainability Coordinator** will coordinate the implementation of SPC Social and Environmental Responsibility policy at corporate and programming levels, aiming to avoid, reduce or compensate for negative effects of SPC project activities for overall improved sustainability.

The key responsibilities of the role include the following:

1. Leadership and coordination of SPC Social and environmental policy through SER Action Plan implementation

- People pillar of SER Action Plan
 - Collaborate with OMD sections over the mainstreaming of social and environmental sustainability inclusion
 - Participate in Gender Mainstreaming Committee in order to ensure compatibility and synergies across the People Centered Approach and SER policy
 - In collaboration with the appropriate SPC sections, promote implementation of practical actions to respond to surveys and suggestions and improve staff wellbeing
- Operations pillar of SER Action Plan
 - SPC yearly emissions tracked, yearly evolution monitored and analyzed
 - Coordinate and facilitate, in collaboration with OMD sections, the conduct of energy savings measures and audits and, promote and lead the implementation of cost effective measures for emissions reduction
 - Engage change in SPC corporate activities: Lead the review of OMD policies and corporate procedures to mainstream environmental responsibility along international certification standards (ISO 26 000)
 - Coordinate and supervise SPC carbon neutrality fund in partnership with divisions' focal points and Senior Leadership
 - Advising over carbon compensation opportunities for residual emission
- Programme pillar of SER Action Plan
 - Develop and operationalize the SER policy action plan for projects and programmes
 - Advise divisions on the assessment and management of environmental and social risks and impacts within project activities using SER/PCA screening process
 - Lead the full deployment of the policy at SPC level starting 2019, coordinate the screening process for the SER of each new project using SPC SER/PCA helpdesk tool

2. Knowledge management and communication of SER

- Supervise interns and assistant in the development of communication materials outlining sound social and environmental responsibility practices; broad dissemination of material across (and outside) SPC: video, poster etc.
- Design and update the SER intranet page, for SPC staff to be able to directly implement the SER policy through their project
- Develop in collaboration with communication section the SER webpage for external audience and grievance mechanisms
- Establish and manage the SPC SER practice group: strengthen divisional capacity in social and environmental safeguards
- Design and deliver SER training
- Develop Environmental sustainable actions across SPC for raising awareness and team building

3. Development of the programme's partnerships and outreach activities as per the CCES strategic plan

- Renew and entertain partnerships with national and International organisations
- Green Climate Fund Accreditation: support to CCES director and Climate Finance Unit in the relationship with the GCF, completion of accreditation modalities and identification of social and environmental safeguards in the development of a pipeline of GCF concepts
- Review divisional business plans to promote insertion of environmental and social responsibility component

4. Programme/project development – resource mobilization

- Supporting project and programme development and fundraising to strengthen Environmental Sustainability at regional level
- Identify fundraising opportunities to finance SER implementation at SPC

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

1. Qualifications

- A Master Degree (or equivalent) in a field relevant to the position (environmental management, energy, engineering, international development, public policy)

2. Technical expertise

- Ten years' experience in environmental sustainability management including research, analysis and reporting in public sector or development organization
- Prior experience in implementing Social and Environmental responsibility and emission reduction strategy (at the individual organizational entity level), including quantification and documentation procedures
- Prior experience in leading and managing projects in a regional or international institutional setting
- Proven track record in organizing and facilitating workshops and seminars, preferably in the Pacific region
- Excellent drafting and writing skills including for a variety of reports and audiences
- Demonstrated competence in being well organized, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support

3. Language skills

- Excellent French and English communication skills (oral and written)

4. Interpersonal skills and cultural awareness

- A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of tasks to support the CCES team in achieving their goals
- Knowledge of Pacific Island countries and territories is an advantage

Salary, terms and conditions

Contract Duration – This position is budgeted for 6 months and is subject to renewal depending on funding and performance.

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – the **Environmental sustainability Coordinator** is a Band 10 position in SPC's 2021 salary scale, with a starting salary range of 3,490–4,267 SDR (special drawing rights) per month, which currently converts to approximately XPF 510,921–624,563 (USD 4,852–5,931; EUR 4,282–5,234). An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia - SPC provides subsidised housing in Noumea and will reimburse excess accompanied luggage of up to two additional bags. Airfares, medical and life insurance are available for eligible employees. Employees are entitled to 25 days of annual leave per year of contract and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 28 February 2021 – 11:00 pm Noumea Time.

Job Reference: AL000366

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

All positions at SPC have specific screening questions. If you do not respond to all of the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening questions:

1. Can you explain what mainstreaming is for Environmental sustainability and the way it can be done?
2. In your opinion, why do institutions choose to green their activities? In your understanding, can you suggest how SPC could do that?