

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

*The Pacific Community (SPC) invites applications for the position of **Programme Manager – Pacific Fisheries Leadership Programme (PFLP)** within its FAME division 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 **Fisheries, Aquaculture and Marine Ecosystems (FAME) Division** is one of SPC's oldest Divisions and it has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. FAME's goal is that fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. FAME includes the Oceanic Fisheries Programme (OFP) and Coastal Fisheries Programme (CFP). OFP is the region's centre for oceanic fisheries science and information, providing essential data collection, data management and modelling and analysis services to the Pacific. CFP provides science and technical support to PICTs to enhance the management of coastal fisheries, and the sustainable development of aquaculture and nearshore livelihoods across the region. The work of OFP and CFP are supported by the FAME Director's Office, which includes the Information Section, communications, and monitoring, evaluation and learning.

The role – the **Programme Manager – Pacific Fisheries Leadership Programme (PFLP)** will be responsible for the day-to-day management of PFLP, including the implementation of all the key elements, liaising with all stakeholders, and regular engagement with all participants. This position will report to Team Leader – Planning, Monitoring and Evaluation and Learning but work closely the PFLP Team Leader, who will provide Strategic oversight of the PFLP as well as specialised technical leadership, and the consortium partners. The Team Leader will be based in Australia and work part-time on the programme. The Team Leader role is envisaged to progressively reduce in time over the period of the programme from approximately half time to less than a day per week by year 5. This provides the opportunity for the Programme Manager to take on further responsibility of the programme as it progresses. The Programme Manager will work with the Team leader in engaging other SPC staff managing PFLP partners and subcontractors.

**The key responsibilities of the role include the following:**

### **1. Provide practical day-to-day management of the full range of activities, components, logistics and stakeholders of the Programme (PFLP)**

- Support the PFLP Team Leader to coordinate the programme.
- Establish and maintain internal protocols on information and document management, risk management, training and development and other consortium and team management processes.
- Liaise with and build strong working relationships with administrative support areas in SPC.
- Plan logistics for all workshops and events from start to finish, according to requirements, objectives and intended impact on the target audience.
- Coordinate all aspects of meetings and workshops.
- Ensure the smooth running of the PFLP consortium including meetings, ordering office stationery and other equipment.

### **2. Provide efficient financial support including budget management of activities and financial management of consortium members to ensure the delivery of activities and intended outcomes of the work plan**

- Manage the PFLP budget including providing regular monthly summaries to the Team Leader.
- Ensuring compliance with all relevant SPC finance and procurement policies and practice.
- Manage payment and expenses relating to PFLP consortium members.
- Oversea travel arrangements and process acquittals for PFLP staff, consultants and others, ensuring compliance with the SPC Travel Policy and Travel Management.
- Prepare budgets and financial reports for the Steering Committee and for annual MFAT reporting.
- Support the PFLP Team Leader in thinking strategically about the budget, including adapting it to evolving PFLP requirements and managing exchange rate and other fluctuations in expenditure.

### **3. Represent and promote the Programme and liaise effectively and closely with all stakeholders of the programme to build trust and confidence including regular engagement with participants, fisheries agencies, hosting organisations, training venues, consortium members and the donor-partner (NZ MFAT)**

- Liaise with all members of the managing Consortium, SPC FAME, and MFAT on a regular basis.
- Engage with all participants in the programme as the main point of regular contact.

- Manage relationships with service providers such as workshop venues etc to ensure good value for money and fit for purpose service.

#### 4. Support communication and overall oversight of monitoring, evaluation, learning and adaptation in the Programme including regularly compiling MEL information for implementing partners, writing reports as required by SPC and Donors and disseminating knowledge and information through appropriate media

- Utilise MEL information being generated within the Programme to compile regular updates for consortium partners to inform ongoing learning and adaptation within the Programme.
- Drafting and transmitting correspondence (official/unofficial) for both internal and external communication.
- Work closely with the Publications and Translation teams where required on formal communications.
- Regularly use social media to promote the programme and disseminate relevant and purposeful communication.
- Develop learning and performance stories and reports for the SPC learning and results reporting process.
- Develop reports and communications for the Steering Committee, stakeholders, Conferences and MFAT.
- Support the PFLP Team Leader in developing MEL processes and approaches relevant to adaptive management.

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

## Key selection criteria

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### 1. Qualifications

- Degree in Development/Business Administration/Finance/Event Management or equivalent work experience that is both relevant and current.

### 2. Technical expertise

- At least 5 years-experience in a related field of work, for example, in programme or project management, business administration or event management.
- Demonstrated experience managing budgets with a good understanding of performance and planning processes.
- Demonstrated capacity to efficiently and effectively organise high level meetings and workshops.
- Monitoring Evaluation and Learning Experience and familiarity with key principles.
- Demonstrated understanding and experience in the aid and international development sector in the Pacific.
- Significant Pacific experience.

### 3. Language skills

- Exceptional communication skills, including excellent written and spoken English and the ability mobilise and engage people.

### 4. Interpersonal skills and cultural awareness

- Demonstrated capacity to work with people from different technical skills and cultural backgrounds.
- Knowledge of Pacific Island countries and territories is an advantage.

## Salary, terms and conditions

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**Contract Duration** – This vacant position is budgeted for 2 years and is subject to renewal depending on performance and funding.

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 **Programme Manager – Pacific Fisheries Leadership Programme (PFLP)** 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. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, 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 faire, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, 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

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**Closing date:** 7 March 2021 – 11:00 pm Noumea Time.

**Job Reference:** AL000371

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 (maximum of 2.000 characters per question):**

1. Describe a role you have held that is relevant to this position and explain how that experience has prepared you for this opportunity
2. How do you manage or prevent delays and backlogs within your project team? Provide some examples.
3. Describe how you would respond in a scenario where a training participant provided negative feedback about a cohort training recently delivered by PFLP? What will you do?