

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

*The Pacific Community (SPC) invites applications for the position of **Director Human Resources** within its Operations and Management Directorate. 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 **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

**The role** – the **Director Human Resources** will be responsible for the development and implementation of strategic and operational human resources management initiatives, recruitment, organisational health and safety, and effective and efficient human resources support to SPC's divisions, programmes, and sections.

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

### 1. Provide strategic leadership and management that ensures effective service delivery of human resources services

- HR staff are managed and supervised to achieve objectives and to create an environment that promotes high performance, collaboration, staff development and succession planning.
- Structure of the HR Department is adapted and modified as need requires.
- SPC's recruitment needs and priorities are identified, and appropriate strategies implemented in conjunction with the recruitment team and hiring managers.
- Implementation of appropriate conditions of service and entitlements is ensured, and changes are proposed as required.
- SPC-wide staff development and career support needs are identified and analyzed.
- Performance management advice is provided to both staff and management.

### 2. Identify, plan for and implement strategic opportunities to improve and develop SPC human resources functions

- Strategic planning occurs for the Human Resources Department, linking objectives with the OMD business plan and the SPC strategic plan
- Risks within human resources projects and infrastructure, are identified and mitigated.
- Opportunities for synergies and systems improvements are identified and acted upon.
- Staff Regulations and Manual of Staff Policies are updated and implemented equitably across all locations to meet the evolving needs of SPC.
- Human resources functions, including HR advice, are delivered efficiently and effectively.

### 3. Ensure that Human Resources Department is well managed financially, services are cost recovered as appropriate, and resources are directed to SPC priorities

- Human resources budget is effectively managed, and resources are allocated to internal priorities.
- Cost recovery is implemented for relevant human resources functions.

### 4. Provide advice to the Executive and work closely with other members of the SLT, CROP agencies and other internal stakeholders to implement system and process improvements

- Relationships with the Executive and SLT are robust.
- Timely and comprehensive advice is provided on key issues that pose significant risks to SPC.
- Excellent working relationships with other CROP agencies are built and maintained.

### 5. Ensure HR's compliance with all SPC's legal obligations as an intergovernmental organization, build SPC's compliance with service specific policies and build capacity of those responsibilities across SPC

- Staff Regulations, Manual of Staff Policies are implemented to build SPC's compliance with intergovernmental organisation standards in human resources.
- Procedures are developed and implemented to align with SPC's obligations.
- SPC's adherence to and understanding of the Manual of Staff Policies improve and are policies are applied equitably in all locations.
- HR Department contributes to regular reporting.

## 6. Lead SPC's Health and Safety function in identifying, planning and implementing Health & Safety initiatives that enhance SPC's commitment and adherence to Health & Safety strategy, policies and processes

- Strategic planning occurs for the Health and Safety function, linking objectives with the SPC strategic plan and divisional health& safety requirements.
- Health and Safety risks are identified and mitigated.
- Opportunities for improvements in health & safety culture and corrective action are identified and acted upon.
- Health and safety policies and guidelines are updated and implemented, and harmonised across locations.

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

- Bachelor's degree or equivalent in human resources management, business or public administration, or other relevant field.

### 2. Technical expertise

- At least 18 years of progressively responsible experience in human resources management at Bachelor level, or At least 15 years of progressively responsible experience in human resources management at Master level.
- Demonstrated experience with strategic planning, financial management and linking services to business strategies and objectives.
- Demonstrated experience in driving human resources improvements, streamlining and integrating systems, in a complex environment
- Excellent leadership, change management and staff management skills.
- Significant experience in providing advice on complex employee relations issues and in development of human resources policies, particularly in an international civil service environment.
- Excellent written and oral communication and negotiation skills.

### 3. Language skills

- English and French are the working languages of the Pacific Community. For the post advertised, fluency in either English or French (both oral and written) is required with an excellent command of the other working language highly desirable

### 4. Interpersonal skills and cultural awareness

- Demonstrated cultural sensitivity and awareness, and the ability to effectively work with team members from different 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 3 years 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 **Director Human Resources** is a band 15 position in SPC's 2021 salary scale, with a starting salary range of SDR (special drawing rights) 7,190-8,892 per month, which converts to approximately XPF 1,052,517-1,301,558 (USD 9,995-12,359 ; EUR 8,820-10,907). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is 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 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

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**Closing date:** 21 March 2021 – 11:00 pm (Noumea time).

**Job Reference:** AL000372

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. Demonstrated capacity to foster integrated human resources services and cross-divisional collaboration, including in a multicultural environment and in the context of organisational change, is required. Please explain how you meet this criterion using examples.
2. Using one example, could you please outline your experience in strategic Human Resources planning from design to implementation? What worked and what didn't work?
3. Please describe your experience in people management in a diverse multi-cultural environment. What are the key aspects you took into consideration to ensure a highly efficient and engaging workplace experience?