

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

*The Pacific Community (SPC) invites applications for the position of **Senior Adviser to the Director-General** within its Office of the Director-General. 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.

SPC and its secretariat shares the vision for our region adopted by Pacific Islands Forum Leaders under the Framework for Pacific Regionalism: Our Pacific vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy and productive lives. SPC's mission is to work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of the Pacific Islands' contexts and cultures.

SPC's headquarters are in Noumea, New Caledonia. Our other offices are the Fiji Regional Office in Suva, Fiji; the Micronesia Regional Office in Pohnpei, Federated States of Micronesia; the Melanesia Regional Office in Port Vila, Vanuatu; and a country office in Honiara, Solomon Islands.

The role – the Senior Adviser to the Director-General will be a key adviser to the Director General. He/she will coordinate the work of the Executive office and senior management team and will be responsible for the overall management of the Executive Director General Office. The role will provide the Director General with key advice and guidance on engagement with key regional and international fora and member country protocols. The role will work under direct supervision of the Director General and in close collaboration with the senior leadership team for Divisions, Projects and Programme Support.

The key responsibilities of the role include the following:

1. Conference Management

- Proper servicing of the SPC governing body, the CRGA and Conference through assistance in agenda setting; paper development, paper 'quality assurance' and tracking; preparation of the briefs for the Director General, the Chair of CRGA and Chair of Conference; monitor and ensure implementation of decisions taken.
- Support the continuous improvement and effectiveness of CRGA.
- Manage relationships and strengthen links with National Governments and Administrations.
- Enhance and maintain highest level engagement with the Chair of Conference

2. Strategic and advisory role on inter-agency relationships. Advisory services to Director General and senior leadership

- Senior Leadership Team (SLT) –as well as being a member of SLT, agenda setting and convening of the SLT and its working groups, other than formal SLT retreats, and tracking of implementation of decisions.
- Produce high quality white papers to assist the Director General and SLT in decision making.
- Manage the Director Generals' long term calendars to ensure the Director General's time is correctly prioritised and is utilised efficiently and strategically. With oversight of
 - the management of meeting requests and triage where necessary
 - advise on overseas travel engagements and country visits

3. Strategic external relations, including coordination within the CROP system

- Regional and International Liaison – coordinating engagement in important regional and international fora through provision of high level advice including the:
 - The Pacific Island Forum meetings and forum leaders in line with the framework for regionalism
 - CROP Executive and associated meetings / collaborations
 - Selected international meetings that are of importance for the SPC membership
 - Pacific Islands Ambassadors to the UN and EU (PSIDS)
 - UN agencies
 - International Advocacy and engagement
- Assist the DG in managing the CROP relationships.
- Represent the Director General at the executive level in important regional and / or international engagements where the Director General is unable to attend and the area of focus falls outside the roles of other members of the SLT.
- Maintains communication across the organisation on the Director General's behalf including preparation of the Director General's regular reporting to members and staff.

4. Provision of advice on SPC and member countries protocols

- Provides leadership and management of strategic communications including, liaison with media on key events and Director General's key matters.
- Interact with deputy directors' general, divisional directors of the Secretariat to ensure the Director General is kept abreast of developments affecting the work of SPC.
- Regularly monitors regional and global trends in development and in consultation with technical leads provide strategic advice to the Director General on areas where SPC could/should usefully participate or influence the development agenda.
- As and when directed, assist the Director General on addressing challenges, advise on solutions, handle delicate matters with discretion, make a follow up on decisions. Manage conflicts and ambiguity of roles within CROP, when they arise.
- Support the Director General in consultations at the highest levels of development partner communities.
- Provide advice and support to the Director General in consultation with political leaders at the highest level in SPC member countries and territories or at regional forums such as the Pacific Islands Forum.

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

Key selection criteria

1. Qualifications

- Master's degree in international development, business administration, management of a related relevant field or equivalent experience.

2. Technical expertise

- Overall minimum 15 years of relevant experience.
- Including at least 10 years of experience in a similar or comparable role at international level, ideally reporting to a Director General, Secretary General or CEO of an agency.
- Extensive working knowledge and experience of the Pacific region, the government mechanisms, protocols and sound understanding of international development priorities.
- Proven track record of working experience with national administrations including liaising with Senior Government Officials and Ministers
- Excellent leadership, change management and staff management skills.
- Self-management, can take initiative and is a solution finder.
- Significant experience in providing advice on complex organisational issues, including management events such as member states conferences.
- Demonstrated ability to develop effective working partnerships and proven interpersonal skills.

3. Language skills

- Excellent written and oral communication skills for effective communication in English and/or French.

4. Interpersonal skills and cultural awareness

- Demonstrated cultural sensitivity and awareness, and the ability to effectively work with stakeholders and team members from different cultural backgrounds.
- Strong understanding and appreciation of Pacific culture and ways of operating.

Salary, terms and conditions

Contract Duration – This position is budgeted for 3 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 **Senior Adviser to the Director-General** is a band 13 position in SPC's 2021 salary scale, with a starting salary range of SDR (special drawing rights) 5,314-6,547 per month, which converts to approximately XPF 777,925-958,318 (USD 7,387-9,100; EUR 6,519-8,031). 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

Closing date: 4 April 2021 – 11:00 pm Noumea Time.

Job Reference: AL000385

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: (2.000 characters maximum per question)

1. Briefly, what are the critical skills required for being successful in this role? Additionally, how do you see this role supporting the Director-General and by extension the Pacific Community
2. Provide an overview of the approach and processes you have used to successfully manage international summits like CRGA and/or Conference?
3. What are the three key issues facing the pacific region in 2021. Please explain your rational for identifying these issues.
4. Describe for us two key achievements in the past five years that are most relevant to the role of Senior Advisor.
5. Describe a cultural or politically difficult situation you have had to work through in the region, where you had accountability for achieving a positive outcome?