

- *Suva-based position (Fiji)*
- *Competitive expatriate package*
- *Join the principal development organisation in the region*

The Pacific Community (SPC) invites applications for the position of **Grants Management Adviser** located at its regional office in Suva, Fiji.

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 organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, 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 teams: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management so as to provide high-quality customer-oriented services.

The **European Union Project Management Unit (EU PMU)** was established within SPC in December 2018. The European Union supports SPC in the financing of technical projects that meet the priorities of the Pacific region. Over the past several years, EU-funded projects were managed by the implementing divisions with varying degrees of compliance to financial management, procurement and standards policies. The purpose of the EU PMU is to ensure that SPC effectively manages all EU-funded projects in a standard, centralised manner, and to drive greater levels of project execution.

The **Grants Management Adviser** will support the monitoring and oversight of all SPC awarded grants to ensure the efficient implementation of grants throughout the whole grant management cycle, in accordance with donor contractual obligations; and SPC grant policy and procedures and best practice. The successful incumbent will provide overall hands on support, ongoing advice, guidance, and training to the relevant teams across divisions of SPC that manage and implement grants in close consultation with the Project Managers (within divisions).

The key responsibilities of the role include:

- Provide monitoring and oversight of the grant's management cycle within SPC
- Facilitate, co-design and deliver capacity development training for potential and existing grantees in collaboration with divisional Project Managers
- Oversee the management of an efficient Capacity Assessment process and facilitate the Risk Analysis and Mitigation process of potential and existing Grantees
- Ensure there is a central overview of all SPC grant recipients, grant agreements, reports through the maintenance, active use and continued development of the SPC Grants Management & Performance Database.

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

Key selection criteria

Qualifications

- A degree from a recognised university in a discipline relevant to the delivery of development programmes such as project management; accounting and finance; public administration; governance, development studies; gender; communications and environment

Knowledge and experience

- At least 8 years project management or working with grants management in an advisory or management role
- Demonstrated experience and understanding of all stages of a project management cycle
- Experience in monitoring, evaluation, and learning (MEL) of development projects and/or grants

Essential skills

- Experience in undertaking capacity assessments (or due diligence processes for development projects,) and risk management for a range of stakeholders with different capacities
- Experience working with development partners and stakeholders of different professional backgrounds, governance structure and capacity levels
- Experience with and understanding of Pacific Island country development and geopolitical issues and Pacific island people

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage.

Interpersonal skills and cultural awareness

- Ability to communicate effectively with member country governments and other regional and international organisations
- Ability to work in a multicultural, inclusive and equitable environment

Salary, terms and conditions

Contract Duration – Three years

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 **Grants Management Adviser** is a Band 10 position in SPC's 2021 salary scale, with a starting salary range of 2,512–3,140 SDR (special drawing rights) per month, which currently converts to approximately FJD 7,586–9,483 (USD 3,492–4,364; EUR 3,081–3,852). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,350–3,000 per month. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance and education allowances are available for eligible employees and their recognised dependents. Employees are entitled to 25 days of annual leave and 30 days of sick leave per annum, 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.

Equal opportunity – SPC is an equal opportunity employer. Recruitment is based entirely on merit; in cases where two short-listed candidates are judged to be of equal rank by the selection committee, preference will be given to Pacific Island nationals.

Child protection – SPC is committed to child protection, irrespective of whether any specific area of work involves direct contact with children. SPC's Child Protection Policy is written in accordance with the Convention on the Rights of the Child.

Police clearance – Successful candidates will be required to provide a police clearance certificate.

Application procedure

Closing Date – 7 April 2021 – 11:45pm Fiji time

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
- contact details for three professional referees
- a cover letter addressing the key selection criteria detailing your relevant skills, experience and interest in this position
- responses to all screening questions

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

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. The Pacific Community does not support dual spouse employment.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

1. What do you think are the key stages in a grant management cycle and important considerations for an organisation such as SPC?
2. How would you organise a training for Grantees that are community organisations and spread over a few Pacific Island countries, what key training tools would you use?
3. What are the key skills needed in working with team members across different divisions that are not directly reporting to you, but their cooperation is needed for you to successfully to your job? Do you have these skills and experience?