

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

*The Pacific Community (SPC) invites applications for the position of **CCES Project Manager** within its Climate Change and Environmental Sustainability Programme. This position will be located at its regional office 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 **CCES Project Manager** will support the Director CCES, mainly in managing operations and services of the Program, in particular in terms of liaising with SPC internal services and requirements, coordinating with divisions and partners, and contributing to the oversight of the Program's initiatives and projects.

The key responsibilities of the role include the following:

1. Operations and management of the Program

- Lead the overall business planning of CCES – review and update the business plan, propose implementation modalities, monitor its execution, in close collaboration with executive and SPL division.
- Coordinate and finalize reporting requirements of the Program, and more specifically for dedicated projects (Pacific NDC hub and Kiwa).
- Support overall communication of dedicated projects, liaising with the Communication Unit and building upon the work of the CCES Information and Knowledge officer.
- Lead and support the HR and recruitment processes for dedicated projects.
- Oversee the budget planning of dedicated projects, prepare quarterly overview and monitor program financial implementation.

2. Technical oversight and collaboration

- As manager of the said projects, provide leadership, engagement and operational guidance to contribute to the effective delivery of multi partner projects within CCES (Kiwa Initiative, NDC Hub), liaising with other implementing partners, SPC project teams recruited under these projects and SPC divisions.
- Provide supervision of project level reporting and reviews to ensure project activities and budgets are executed in accordance with contractual requirements and approved budgets.
- Resolve operational and technical problems, collaboration issues with project partners. Ensure risks are effectively managed.
- Ensure that monitoring, evaluation and learning activities are incorporated into project implementation and service delivery.
- Maintain an awareness and understanding of any SPC policies and procedures or changes and ensure that they are appropriately applied.
- Foster collaboration with other SPC divisions to maximize impact and relevance of the projects and promote integrated programming.

3. Deputize the CCES Director, as appropriate

- Represent CCES Director in regional coordinating mechanisms, CROP-led specific meetings and other conferences concerning Climate Change, in particular feeding into the FRDP PRP governance arrangements, WARD and DPCC, as appropriate.
- Participate in conveying SPC's positioning, results, outputs and lessons learned on climate change to outside audiences.
- Maintain strong linkages and relations with other CROP agencies, donors and funding partners to ensure a coordinated response to Pacific climate change Island needs.

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

Key selection criteria

1. Qualifications

- A Master's degree in a relevant subject area.

2. Technical expertise

- At least 15 years of demonstrated management experience of natural resource management or development work.

- Demonstrated experience in project and financial management, and demonstrated ability to manage professional, technical, and programme support staff in a team environment.
- Demonstrated experience in relationship building and working with a wide variety of donors and development partners with awareness of their priorities and positioning.
- Practical work experience in a developing country environment preferably in the Pacific Island Region.
- Proven ability to influence work collegially and in partnership with stakeholders and internal partners towards an agreed outcome
- Proven ability in project design, management and reporting.
- Ability to work constructively to resolve issues, concerns or differences of opinion.

3. Language skills

- For English speakers, a fluent working knowledge of French, or for French speakers, a fluent working knowledge of English.
- High –level verbal and written communication skills and the capacity to represent SPC at regional and international forums.

4. Interpersonal skills and cultural awareness

- Good interpersonal skills and ability to work in a multi-cultural environment.
- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

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 **CCES Project Manager** 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 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

Closing date: 30 May 2021 – 11:00 pm (Noumea time).

Job Reference: SH000052

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. What are, in your opinion, three of the priority themes for increasing the resilience of Pacific countries and territories to global and climate change?
2. Climate change is considered a significant threat to economic development and the achievement of sustainable development goals in the Pacific region. What do you see as the main linkages between climate change and development?
3. What tools and approaches do you think are essential in a project management cycle?