

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

The Pacific Community (SPC) invites applications for the position of **Strategy and Foresight Adviser** within its Strategy, Performance and Learning unit 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 Strategy, Performance and Learning (SPL) Division** is a specialised unit within SPC's Office of the Director-General. SPL has staff based at our headquarters in Noumea, as well as our regional office in Suva. The team has the following core functions: (i) guiding strategic direction through development of the Pacific Community Strategic Plan and facilitation of the Subcommittee of the Council of Representatives of Governments and Administration (CRGA) that oversees the implementation of the plan (ii) increasing development effectiveness through leading and coordinating corporate monitoring, evaluation, reflection, reporting and learning; (iii) supporting the Director-General and the Senior Leadership Team (SLT) in undertaking strategic corporate initiatives, including organisational planning, organisational improvement or research and co-design of innovative and integrated projects and programmes, and iv) serving as a strategic coordination point for key relationships with external stakeholders, including member countries and territories, donors and development partners.

**The role** – the **Strategy and Foresight Adviser** will provide high-level advice, analysis and intelligence across the organisation to inform strategic decision-making and strengthen member engagement for enhanced development effectiveness. She/he will build in-house futures literacy and strategic foresight capabilities.

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

**1. Conceptualise, plan and execute strategic analysis across a wide range of plans, policies and frameworks to inform SPC strategy and planning processes**

- Contribute knowledge and expertise towards a range of strategic planning processes.
- Provide a range of analytical services and insights development to inform strategic planning and the optimisation of delivery and alignment with best practice and organisational strategy.
- Build common understanding and collective action through linking intra and inter-Divisional meetings and regional fora outcomes.

**2. Coordinate the key strategic mechanism of the CRGA Subcommittee for the Strategic Plan**

- Manage all aspects of the CRGA Subcommittee, including liaison and engagement with members and other key stakeholders.
- Ensure reciprocal engagement for thought leadership on foresight through effective liaison with diverse stakeholders.
- Deliver purposeful and timely communication and correspondence to members.
- Provide robust and quality assurance briefs to members.

**3. Develop and convene a network of foresight and futures practitioners across SPC and the membership to build capacity, literacy and contribute to a culture of learning**

- Define, design, launch, and grow CoPs.
- Research, analyse and interpret information from a wide range of internal and external sources which contribute to SPC's strategic planning, development effectiveness and knowledge base.
- Promote the use of innovative technologies and methodologies, to inform knowledge management and deliver integrated solutions.

**4. Develop and deliver strategic advice, insight and knowledge products to support evidence based decision making**

- Build high-quality deliverables to capture portfolio strategy.
- Co-lead foresight approaches and contribute to other strategic projects and learning and innovation pilots as a member of the SPL team.
- Promote and facilitate organisation-wide opportunities for the sharing and application of learning, innovation and results for improved practice.
- Maintain high-quality collaborative networks within SPC and with academia and other experts across different knowledge domains.

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

- Master's degree in a relevant field such as international development, design and foresight, evaluation, public sector policy and administration.

### 2. Technical expertise

- At least 8 years of relevant experience working on strategic international development issues, with good understanding of international best practices in development effectiveness.
- Excellent analytical, drafting and briefing skills, ability to express clearly and concisely ideas and concepts in written form, experience in drafting speeches, briefing and political analysis.
- Progressive responsibility in plan and policy analysis, foresight knowledge and environmental scanning.
- Ability to engage with multiple and diverse actors including high-level engagement with senior government officials.
- Knowledgeable of the Pacific regional architecture and development pathways.
- Demonstrated organisational skills and ability to work effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support.

### 3. Language skills

- Excellent communication and writing skills in English.

### 4. Interpersonal skills and cultural awareness

- Highly motivated, proactive and positive team player able to work effectively in a multicultural environment
- 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 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 **Strategy and Foresight Adviser** 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 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:** 18 July 2021 – 11:00 pm Noumea Time.

**Job Reference:** SH000078

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 time when you analysed numerous evidence sources to create a knowledge product to support decision making for a broad range of technical and policy users. What approach did you take – including in your answer how you sequenced your work.
2. What three critical elements do you believe are necessary for effective engagement and knowledge sharing with technical and senior official actors?
3. SPC is building its futures literacy and capabilities. Share your experiences in developing communities of practice and encouraging action learning.