

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

The Pacific Community (SPC) invites applications for the position of Programme Coordinator – FSM Enhancing Direct Access within its Micronesia Regional Office (MRO) located at its regional office in Pohnpei, Micronesia

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 27 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 **Micronesia Regional Office (MRO)** situated in Kolonia, Pohnpei, Federated States of Micronesia (FSM), is the main hub for SPC's projects and partnerships with the Micronesian members of the Federated States of Micronesia, the Republic of the Marshall Islands (RMI), the Republic of Palau, and the United States territories of the Northern Mariana Islands (CNMI), and Guam. The MRO opened in January 2006.

The role – the **Programme Coordinator – FSM Enhancing Direct Access** will lead the Programme Coordination Unit for the Green Climate Fund (GCF)-FSM Enhancing Direct Access programme “Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia” (FSM EDA programme). The role will include management of the unit, in line with the policy and administrative guidelines provided by GCF, FSM authorities and SPC, and provision of advice and support to ensure efficient programme implementation for beneficiaries and partners.

The key responsibilities of the role include the following:

Leadership, management and delivery of the FSM EDA Programme

- Undertakes strategic planning and adaptive management to ensure that all components, outcomes and outputs of the EDA programme are achieved and address the needs of local authorities (LAs), the NDA office and other stakeholders.
- Leads the implementation of the work programme in compliance with GCF guidelines.
- Ensures the timely dissemination of calls for expressions of interest for the RCGF at all appropriate administrative levels.
- Oversees management of the EDA programme's financial resources with due diligence and takes responsibility for the development and management of the Annual Work Plan and Budget for submission to the EDA Programme Board for approval.
- Oversees the recruitment of staff and consultants for the EDA programme and oversees staff performance planning and management.

Programme governance, monitoring and advocacy

- Finalises and operationalises the EPB governance structure and procedures in accordance with the funding proposal.
- Ensures all implementation and financial requirements as well as reporting obligations are met and in compliance with GCF and SPC standards and policies.
- Ensures that indicators and M&E system(s) for reporting and integrated approaches to learning and knowledge management are in place.
- Ensures coordination between national, State- and municipal-level stakeholders including convening regular workshops and round tables at relevant levels to ensure appropriate stakeholder buy in.
- Oversees monitoring and evaluation of RCGF grants.
- Facilitates strategic partnerships for programme implementation, resource mobilisation, learning and advocacy at regional and national levels.

Implementation oversight

- Oversees the development and delivery of the climate adaptation decision support framework and training.
- Ensures mainstreaming of gender-equitable approaches.
- Coordinates formulation of guidelines for the participatory identification, demonstration, testing and replication of adaptation practices.
- Leads resource mobilisation outreach and engagement.

External communication

- Identifies local- and State-level champions and establishes regular communication and engagement with them to increase the profile of the EDA programme at community level.
- Works with the EDA programme communications and MEL experts as well as SPC communications, knowledge management and MEL staff to ensure coherent communication and knowledge management for the programme.
- Oversees the development of a knowledge platform and ensures the EDA programme is connected to regional platforms across the Pacific to disseminate relevant documentation, experiences, lessons learned and best practices.
- Engages with relevant outreach modalities and national and regional information platforms to facilitate knowledge transfer, building from experiences in other programmes and projects in the region.

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

Key selection criteria

Qualifications

- Postgraduate degree in international development, climate change, natural resources management or related field at university level.

Technical expertise

- At least 8 years of relevant experience in international development in cross-sectoral natural resources management or climate change adaptation, with a minimum of 5 years in the North Pacific Region at strategic, technical, regional and national levels.
- Demonstrated experience managing high volume and high value procurements.
- Managing logistics in challenging and remote locations.
- Demonstrated abilities in staff management and performance evaluations as well as managing programmes and resources.
- Thorough understanding of project management including project cycles, log-frames, monitoring and evaluation, and risk management.
- Proven ability to work with partners and the ability to plan, coordinate and manage complex programs and projects.
- Management skills with the ability to identify the most crucial activities and prioritising and sequencing.
- Driver's license.

Language skills

- Excellent English communication skills (oral and written).

Interpersonal skills and cultural awareness

- Demonstrated capacity to work with people from different technical skills and cultural backgrounds.
- 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 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 **Programme Coordinator – FSM Enhancing Direct Access** is a Band 11 position in SPC's 2022 salary scale, with a starting salary range of 3,768–4,644 SDR (special drawing rights) per month, which currently converts to approximately USD 5,388–6,641. 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. Remuneration of expatriate SPC staff members is not subject to income tax in Federated States of Micronesia; Federated States of Micronesia Nationals employed by SPC in Pohnpei will be subject to income tax.

Benefits for international staff employees based in Pohnpei – SPC provides a housing allowance of USD 1,000 USD – 2,000 USD. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance, and education allowance are available for eligible employees and their recognised dependents. Employees are entitled to 25 days of annual 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

Closing date: 29 May 2022 – 11:00 pm Pohnpei time

Job Reference: AL000473

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

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference.

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

Screening questions (maximum of 2.000 characters per question):

1. What do you think are the key climate change adaptation priorities for the Federated States of Micronesia, both at the national and local levels?
2. Please describe the tasks you would undertake during the first 3 months of the programme and how you would prioritise them, taking into consideration FSM's dispersed geography.
3. Please describe how you would overcome implementation delays in a project. How would you identify and overcome challenges that are presented?