

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

*The Pacific Community (SPC) invites applications for the position of **Procurement and Grants Team Leader** within its Operations and Management Directorate. 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 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 Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

**The role – the Procurement and Grants Team Leader** will lead and manage the Noumea-based Procurement and Grants Team members to deliver high quality advice and service for procurement and grants activities; to provide accurate, expert and specialist advice on complex procurement activities; to build organisational capacity, capability and understanding of SPC's Procurement and Grants Policies; identify and implement improvements in processes.

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

### Operations: procurement and grants

- Manage the Noumea-based procurement and grants staff to:
  - achieve quality outcomes from procurement and grants activities,
  - deliver high quality advice; and
  - harmonized and consistent service across SPC
- Manage and maintain the external relationships with vendors and bidders, including preferred suppliers
- Ensure quality customer service is provided to SPC's divisions undertaking procurement activities

### Advice

- Provide expert advice on SPC procurement and grants processes
- Advice to decision-makers on complex procurement and grants issues taking into account stakeholder's requirements
- Advice provided to decision-makers on how to manage ethical issues; integrity demonstrated
- Risks identified, mitigated and/or escalated

### Management of staff

- Manage the procurement and grants staff and resources

### Outreach, education and training

- Provide capacity building to SPC staff in procurement and grants functions
- Provide capacity development support to potential grant applicants
- Ensure communication with key stakeholders and builds strong relationships

### System and processes

- Identify and implement improvement to procurement and grants tools and systems to assist with building understanding and compliance
- Identify recommendations on policy and process updates
- Lead on a component of the procurement and grants reform

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

## Key selection criteria

### Qualifications

- Advanced university degree (Master's degree or equivalent) in a related field
- CIPS Level 4 Advanced Certificate in Procurement and Supply Operations (or equivalent experience)

### Technical expertise

- At least 8 years' experience leading a team providing advice on procurement matters in a public sector environment

- Excellent verbal and written communication and negotiation skills
- Excellent analytical skills

#### Language skills

- Fluent in written and oral English
- Professional French

#### Interpersonal skills and cultural awareness

- Strong people skills and ability to work in a multi-cultural 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 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 **Procurement and Grants Team Leader** is a band 11 position in SPC's 2022 salary scale, with a starting salary range of 4,113–5,045 SDR (special drawing rights) per month, which currently converts to approximately XPF 588,963–722,421 (USD 5,881–7,214; EUR 4,936–6,054). 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

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**Closing date:** 12 June 2022 – 11:00 pm (Noumea time)

**Job Reference:** AL000475

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. With a focus on procurement and/or grants systems and processes, please describe your experience in identifying and implementing process improvements; while still delivering quality customer service.
2. The Procurement and Grants Team in Nouméa is a diverse, multi-cultural, team with a matrix management structure. What are some of the key approaches you would use for managing such a team? Please provide examples of past experience.
3. SPC is focused on building the procurement and grants capabilities both within the team and across SPC. Please provide describe your experience in building cross-organisational understanding and capabilities.
4. What do you consider would be the main challenges facing the procurement and grants functions for an intergovernmental organisation such as SPC based in the Pacific?
5. What interests you about this role at SPC?