

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

*The Pacific Community (SPC) invites applications for the position of **Climate Finance Officer** within its Climate Change and Environmental Sustainability Programme. 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 **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 Climate Finance Officer will have the following **key responsibilities**:

Provide technical assistance in the identification, development and design of GCF and AF projects

- Support the writing and review process of GCF and AF concept notes, funding proposals and Readiness grant applications.
- Provide technical inputs on climate rationale, theory of change, logical framework, investment criteria and other aspects of GCF and AF proposals.
- Coordinate the environmental and social risk assessment of proposals in line with the SPC SER policy.
- Support the organisation of project development meetings, workshops, and in-country visits with relevant stakeholders.
- Contribute to the development of Terms of Reference (ToRs).

Provide technical guidance, training and outreach to SPC's divisions, Designated Authorities and line ministries on GCF and AF project development

- Support the delivery of training, guidance and information.
- Provide technical guidance to relevant SPC staff, Designated Authorities and line ministries on specific issues.
- Maintain and regularly update the CFU intranet page and associated documents to allow for the provision of relevant information regarding the GCF and the AF to SPC's divisions.

Support the management and oversight of SPC-led projects

- Support in coordinating the implementation of SPC-led projects.
- Ad hoc support to the Climate Finance Adviser, Climate Finance Coordinator, CCES director and other SPC divisions.

Support the CFU operations and the CCES programme

- Contribute to the management of knowledge and monitor updates on GCF and AF policies and procedures, as well as regional efforts.
- Support the Climate Finance Coordinator in oversight of the CFU administrative assistant in preparing purchase orders and process invoices related to CFU's activities, monitoring CFU budget and expenditures.
- Support the organisation of and participate in SPC Climate Finance Prioritisation Committee.
- Collaborate with CFU colleagues on MEL activities.
- Provide support to CFU staff on CFU procurement processes.
- Provide oversight of the administrative assistant in organising travels, missions and events of the CFU.

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

Key selection criteria

Qualifications

- Master's degree in a relevant field relating to climate change, sustainable development, development assistance etc.

Technical expertise

- At least 3 years of experience in project development and/or project management in field of climate change and/or sustainable development.
- Demonstrated competence in being well organised, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support.

Language skills

- Excellent English communication skills (oral and written).

Interpersonal skills and cultural awareness

- Ability to work in a multi-cultural and gender-sensitive environment with team members from diverse 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 funding and performance.

Remuneration – the **Climate Finance Officer** is a band 8 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 2,912-3,544 per month, which converts to approximately XPF 441,094-536,787 (USD 3,902-4,748; EUR 3,696-4,498). 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

Closing date: 23 April 2023 – 11:00 pm (Noumea time)

Job Reference: SH000294

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.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2.000 characters per question):

1. In your opinion, what are the major priorities for building resilience to climate change in the Pacific?
2. What do you think are the most important factors to consider during project design for the Green Climate fund or Adaptation Fund and why?
3. What do you see as the key tasks in overseeing implementation of a project?