

- 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 Adviser (Climate Finance Projects)** 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 **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 Adviser (Climate Finance Projects)** will lead and support the procurement and grants officers working on SPC's climate finance projects, and oversee the procurement and grant activities within those projects, including providing accurate, expert and specialist advice on grant and procurement activities; and ensure compliance with SPC organisational policies and development partner requirements.

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

### Operations: procurement and grants

- Provide leadership, support and advice to the procurement and grants officers on projects overseen by SPC's Climate Finance Unit (CFU).
- Oversee the procurement and grants actions for SPC's climate finance projects.
- Where necessary for any other divisions or programmes, manage the RFP or CFP processes, and provide advice on RFQs and other procurement and grants processes.
- Provide support to all CFU programmes/projects on formulation of annual procurement plans, and development of procurement and grants documentation.
- Coordinate and support capacity assessments of SPC member and other relevant organisations for climate finance targeted countries.
- Manage external relationships with vendors and grantees, including preferred suppliers.

### Procurement and grants advice

- Provide expert advice to CFU staff and other allocated SPC divisions on procurement and grants processes.
- Provide advice and assistance to project level Procurement Officers in the climate finance portfolio on SPC procurement policy and how to ensure compliance with SPC and donor requirements.
- Advice to decision-makers on complex procurement and grants issues taking into account stakeholder's requirements to ensure value outcomes.
- In project development, quality advice is given on the best and most effective methodologies to achieve desired outcomes.
- Risks identified, mitigated and/or escalated.

### Outreach, education and training

- Provide capacity building to project level Procurement Officers and SPC staff in procurement and grants functions to ensure compliance with SPC's Procurement Policy and Grants Policy and donor requirements.
- Provide external capacity development to members, implementation partners, grantees and others.
- Ensure communication with key stakeholders and build strong relationships.

### Systems, process, audits and reporting

- Contribute to improving procurement and grants tools and systems.
- Identify and collaboratively implement improvements in processes, procedures, tools and systems.
- Plan for and support internal and external audits on projects.
- Contribute to and support project- and portfolio-level reporting on SPC's climate finance projects.

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 3 Advanced Certificate in Procurement and Supply Operations (or equivalent).

### Technical expertise

- At least 7 years' experience providing advice on procurement and grants matters in a public sector environment, including at least 2 years' specialized experience in procuring, sourcing and managing procurement for climate finance projects.

### Language skills

- Fluency in English (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

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**Contract Duration** – This vacant position is budgeted until 28 February 2026 and is subject to renewal depending on funding and performance.

**Remuneration** – the **Procurement and Grants Adviser (Climate Finance Projects)** is a band 10 position in SPC's 2023 salary scale, with a starting salary range of 3,568–4,364 SDR (special drawing rights) per month, which currently converts to approximately XPF 540,472–660,991 (USD 4,781–5,847; EUR 4,529–5,539). 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

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**Closing date:** 16 April 2023 – 11:00 pm (Noumea time)

**Job Reference:** SH000289

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. Please describe, in concrete terms, how you integrate social and environmental responsibility considerations into your procurement processes.
2. In a matrix management situation, what are the challenges encountered? How do you deal with them?
3. How do you provide procurement support to the projects you oversee, given that your counterparts have limited operational knowledge of possible procurement processes? Illustrate your remarks with concrete examples.