

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

*The Pacific Community (SPC) invites applications for the position of **Human Resources Advisor (Recruitment)** 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 **Human Resources Advisor (Recruitment)** will be responsible for overseeing and effectively managing all recruitment related matters and operations from a dedicated portfolio, including the Climate Change Flagship Programme (CCFP) coordinated by CCES, with positions based inside and outside of SPC offices across the region. She/he will provide support and guidance to all hiring managers by streamlining talent acquisition processes and delivering high quality, strategic and cost-effective recruitment solutions for all locations.

The key responsibilities of the role include the following:

### Recruitment management

- Manage the end-to-end recruitment cycle for international & local positions across the region.
- Ensure consistency and accuracy of all documentation such as recruitment notices produced for the assigned portfolio's international and local positions.
- Advise hiring managers on selection processes: sourcing strategies for all roles, guidance on recruitment policy, support for selection panel etc.
- Provide guidance to hiring managers on job descriptions.
- Assist the Recruitment Team in local and international recruitments by way of provision of recruitment notices, advertising, applications management, shortlisting and liaison with hiring managers.
- Keep up to date and assist the Recruitment Team to deliver on recruitment assignments for SPC offices across the Pacific region.

### Service Delivery

- Foster an environment where professional, quality service is measured, monitored, and provided to internal/external customers and stakeholders.
- Talent acquisition and on-boarding advice is delivered efficiently, and effectively.
- Ensure a high-quality customer service is being delivered to hiring managers, panel members and applicants in all locations.
- Follow and be up to date on all portfolio selection processes and their different stages, be able to fill in for the team as required.
- Ensure staff who utilise the SPC E-Recruitment system are technical proficient in SPC recruitment system.

### People Management

- Manage staff performance, conduct fair, consistent, timely performance planning, review meetings and encourage open communication to discuss performance.
- Actively schedule time to help staff development.

### HR Projects and deliverables

- Support actively HRD and HR Managers to contribute to the HR department's strategic planning process.
- In collaboration with the broader HR team, evaluate roles using the job evaluation methodology in use.
- Support the implementation of HR projects.

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

## Key selection criteria

### Qualifications

- Bachelor's degree in a relevant field such as human resource management, public or international business administration.

### Technical expertise

- At least 5-7 years of human resources experience, with a strong focus on recruitment & on-boarding.
- Proven ability to contribute to the streamlining and automation of the recruitment process.
- Ability to apply human resources rules and regulations in a fair and consistent manner.
- Ability to manage the recruitment of multiple positions in different locations at any given time with varying deadlines and timeframes.
- Ability to facilitate and conduct interviews.
- Ability to advise, support and influence hiring managers throughout the recruitment process.
- Excellent computer skills and proficiency in the use of MS Word, Excel and Power Point.
- Excellent time management skills and organisational skills.
- Ability to liaise with staff at all levels of the organisation.

### Language skills

- Excellent verbal and written communication skills for effective communication both in English and in French.

### Interpersonal skills and cultural awareness

- Ability to work in a multi-cultural, inclusive and equitable 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 until 31 March 2026.

**Remuneration** – the **Human Resources Advisor (Recruitment)** 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:** 25<sup>th</sup> of June 2023 – 11:00 pm (Noumea time)

**Job Reference:** AL000516

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 tell us about your experience with E-Recruitment systems and describe what systems you have used in the past.
2. Could you please share your experience in conducting the most complex international recruitment assignment? What was the challenge? What was your role and what was the outcome?
3. Please tell us about a time you had to enhance a recruitment process and/or experience for candidates. What was your exact role in this improvement?