

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

*The Pacific Community (SPC) invites applications for the position of **Regional Director, Melanesia** within its Melanesia Regional Office (MRO) located at its regional office in Port-Vila, Vanuatu*

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 **Melanesia Regional Office** has the strategic objective to strengthen engagement and collaboration with members and partners in the region. The intention is to contribute to building SPC's understanding of members' priorities, values, cultures and context, to ensure meaningful engagement and impact of our members with SPC.

The role – the **Regional Director, Melanesia** will be responsible for the leadership and management of SPC's presence in Melanesia.

The key responsibilities of the role include the following:

Stakeholder Engagement and Relationship Management, including Communications (internal and external)

- Effective relationships maintained with Melanesian members.
- Positive feedback from Melanesian members on delivery by MERO.
- Sub-regional and regional events in Melanesia are effectively and efficiently organized and/or supported by MERO.
- Systems and tools are in place to enable streamlined response to Melanesian member requests, systematic implementation, monitoring and reporting.
- Actively manage the public perception of SPC to establish and maintain recognition of its mandate for independence, impartiality and neutrality.
- Enhance communication, information sharing with countries, partners.

Support SPC Service Delivery in Melanesia

- Develop and continually refine appropriate approaches for service delivery to Melanesian members.
- Support the development and application of a country programming model for Melanesian members.
- Collaborate with other Regional Directors to consolidate lessons and learning to inform service delivery approaches for members at a sub-regional level.

Support and Advice to the Deputy Director General

- The Deputy Director General is able to make informed decisions for Melanesian members and for MERO related matters based on advice and access to relevant and timely information.
- Timely and relevant information is shared with the Senior Leadership Team regarding Melanesian Members.
- The Deputy Director General has the information required to effectively engage at higher and strategic levels in support of the work programme for MERO.
- Programme and project concepts, designs and proposals align with the needs and priorities of Melanesian members.

Leadership and Management

- Maintain the physical, legal and administrative presence of SPC in MERO countries/territories.
- Oversee and coordinate all staff and resources in the delivery of all mandated services.
- Develop strategy and action plan for the presence, supporting the SPC Strategic Plan.
- Ensure the application relevant SPC policies in both administrative and operational areas including HR, Finance, Logistics, Security.
- Action plan is provided every year and approved by executive.
- MERO budget is balanced.
- Managerial duties performed.

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

Key selection criteria

Qualifications

- Postgraduate degree in business, law, development, public administration, or an equivalent discipline.

Technical expertise

- At least 10 years' experience in programme management, or development, with a proven record in strategic thinking and policy analysis.
- Leadership and management skills including demonstrated experience in general management, people management and financial management.
- Familiarity with donor agencies and their requirements.
- Proven track record in resource mobilisation.
- Demonstrated effective networking and coordination skills.
- Good knowledge of the socio-economic and sociopolitical situation in the Melanesian countries and territories.
- Excellent advocate, communicator and negotiator.

Language skills

- Proficiency in English.
- Proficiency in one or more Pacific languages.

Interpersonal skills and cultural awareness

- Ability to lead a team in a multi-cultural and gender-sensitive environment.
- Excellent representational and interpersonal relationship skills – capacity to effectively represent SPC at external meetings and conferences. High-level written and verbal communication skills.
- Cultural sensitivity and awareness, and the ability to effectively work with team members from different cultural backgrounds.

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 **Regional Director, Melanesia** is a Band 14 position in SPC's 2023 salary scale, with a starting salary range of 5,534–6,870 SDR (special drawing rights) per month, which currently converts to approximately USD 7,416–9,206. 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. SPC salaries are not presently subject to income tax in Vanuatu.

Benefits for international staff employees based in Vanuatu – SPC provides a housing allowance of USD 1,000–2,000. 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 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

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

Job Reference: SH000329

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) This role requires a minimum of ten (10) years of experience in development work and programme management, including in representation roles at national, regional and international level. Please explain how you meet this criterion using examples.
- 2) Please explain how, in your opinion, the Melanesia Regional Office, can add value to SPC, its members and partners.
- 3) In managing a multisectoral team, how have you balanced competing priorities from external (members and donors) and internal shareholders to ensure mutually beneficial outcomes.