

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

*The Pacific Community (SPC) invites applications for the position of **Project Manager** 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 **Project Manager** will be responsible for planning, coordination and execution of the Pacific Statistics and Data II project leading cross-functional teams drawing on project resources from the Pacific Community's (SPC) technical divisions. The role will also lead and implement project management practice improvement initiatives for SPC's Statistics for Development Division and Pacific Data Hub team.

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

### Project Management practice improvement

- Regularly review and refine Project management strategies, processes and tools.
- Encourage innovation and creativity in project planning and execution across PDH and SDD teams.
- Use adaptive management and agile methodologies, user-centric design, and data-driven decision-making in problem solving and project planning and implementation.
- Foster a culture of collaboration and knowledge sharing within the project teams and with project stakeholders.

### Project Planning and execution

- Manage project budget, scope and schedule effectively.
- Manage and communicate project issues and risks effectively.
- Ensure approvals for project variances and changes to project plans are communicated effectively and approved by the appropriate project governance body.
- Establish and maintain a shared understanding of project success criteria with project team members and key stakeholders.
- Ensure effective project management leadership and support is provided across the PDH project portfolio leading to project success and stakeholder satisfaction.

### Monitoring, Evaluation, Reporting and Communication

- Develop and implement project monitoring and evaluation frameworks, performance indicators and data collection methods.
- Ensure monitoring of progress against performance indicators providing regular reporting for project donors and project governance groups.
- Identify, document, and share project achievements, lessons learned, and best practices with relevant stakeholders.
- Promote effective knowledge management practices by documenting, storing, disseminating, and integrating project learnings into current and new initiatives.
- Facilitate effective communication and collaboration with project stakeholders to establish and maintain shared understanding of project goals and drive project success.

### Financial Management

- Manage project expenditure to ensure project activities are implemented within budget.
- Ensure timely reporting on expenditure and budget variances is delivered to relevant stakeholders.
- Develop and update accurate and complete project budgets and financial reports throughout the project lifecycle.
- Ensure project execution is compliant with donor financial and reporting requirements.
- Coordinate a regular communication with SPC finance and administrative staff to ensure smooth financial management of the project.

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

## Key selection criteria

### Qualifications

- Master's degree in project management, public sector or business administration, statistics, economics, social sciences, engineering, computer science, information technology or related field; or equivalent combination of degree and work experience.

### Technical expertise

- At least 10 years of experience in project management, preferably in the development sector.
- Experience in monitoring and evaluation, including the development of theories of change, logical frameworks, performance indicators, monitoring and reporting against progress, and facilitating reflection, learning and adaptation with project stakeholders.

### Language skills

- Fluency in English.

### Interpersonal skills and cultural awareness

- 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.

**Remuneration** – the **Project Manager** is a Band 11 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 4,206-5,161 per month, which converts to approximately XPF 637,132-781,844 (USD 5,636-6,916; EUR 5,339-6,552). 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:** 3 September 2023 – 11:00 pm (Noumea time)

**Job Reference:** CR000071

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. Describe a complex project you successfully managed from start to finish. What were the key challenges you encountered, and how did you address them to achieve the project's objectives?
2. How do you ensure effective communication and collaboration among project team members and stakeholders? Can you share an example of a project where your communication approach led to positive outcomes?
3. In SPC's regional project settings, cultural awareness is crucial. How do you integrate cultural considerations into project planning and implementation to ensure the project's relevance and sustainability for the Pacific communities it serves?