

- Nuku'alofa-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, Polynesia** within its Polynesia Regional Office (PRO) located at its regional office in Nuku'alofa, Tonga

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 **Polynesia Regional Office (PRO)** situated in Nuku'alofa, Tonga, is the main hub for SPC's projects and partnerships with the Polynesian members including American Samoa, Cook Islands, French Polynesia, Niue, Pitcairn Islands, Samoa, Tokelau, Tonga, Tuvalu and Wallis and Futuna. The PRO opened in April 2023.

The role – the **Regional Director, Polynesia** will be responsible for the leadership of SPC's Polynesia Regional Office in Nuku'alofa, Tonga.

The key responsibilities of the role include the following:

Leadership and management of the PRO

- Manage and supervise staff to achieve objectives and create an environment that promotes high performance, collaboration, staff development and succession planning.
- Ensure budget for PRO and projects directly reporting to PRO are effectively managed and resources are allocated appropriately.

Strategic stakeholder engagement and relationship management

- Maintain strategic and effective relationships with Polynesian members.
- Ensure Polynesian events are effectively and efficiently organized and/or supported by the PRO.
- Ensure systems and tools are in place to enable streamlined response to Polynesian member requests, systematic implementation, monitoring and reporting.

Facilitate SPC service delivery to the Polynesia region

- Sustain sound approaches for service delivery to Polynesian members.
- Encourage and facilitate development and application of a country programming model for Polynesian members.
- Maintain effective collaboration with other Regional Directors to consolidate lessons and learning to inform service delivery approaches for Polynesian region.

Mobilise resources and innovative opportunities

- Ensure funding and innovative opportunities are explored, pursued and implemented in partnership with Divisions, Flagships, Resource Mobilisation Unit, and SPL.

Advice and strategic guidance to Executive and Senior Leadership Team

- Provide advice for the Executive to be able to make informed decisions for PRO.
- Share timely and relevant information with the Senior Leadership Team regarding progress on the PRO work, partnership opportunities and other relevant info to advance SPC's strategic goals and objectives.
- Ensure programme and project concepts, designs and proposals align with the needs and priorities of Polynesian members.

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

Key selection criteria

Qualifications

- Master's degree in business, law, development, public administration, or an equivalent discipline.

Technical expertise

- At least 10 years' experience in programme management, or international development, with a proven record in strategic thinking and policy analysis
- Leadership and management skills, including demonstrated general management, people management and financial management skills.
- Excellent communication and negotiation skills.

- Familiarity with donor agencies and their requirements, and demonstrated resource mobilisation skills.
- Good knowledge of the socio-economic and socio-political situation in the Micronesian countries and territories.

Language skills

- Fluency in English.

Interpersonal skills and cultural awareness

- Ability to lead a team in a multi-cultural and gender-sensitive environment.
- 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 **Regional Director, Polynesia** is a Band 14 position in SPC's 2023 salary scale, with a starting salary range of 5,433–6,750 SDR (special drawing rights) per month, which currently converts to approximately USD 7,280–9,045. 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 Tonga. Tonga nationals employed by SPC in Tonga will be subject to income tax.

Benefits for international staff employees based in Tonga – 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: 12 November 2023 – 11:00 pm (Noumea time)

Job Reference: SH000340

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. A minimum of ten (10) years of responsible experience in the Pacific (ideally in Polynesia) in development work and in programme management, including in representation roles in international meetings, is required. Please explain how you meet this criterion using examples.
2. Could you please tell us about your experience in leadership and management of multidisciplinary team, overseeing the development and implementation of annual work plans and budgets.
3. What are the key development challenges for Polynesia and how do you see the office responding to these challenges?