



Pacific
Community
Communauté
du Pacifique

- **Suva-based position (Fiji)**
- **Attractive expatriate package**
- **Join the principal development organisation in the region**

*The Pacific Community (SPC) invites applications for the position of **Project Manager – Pacific Energy and Gender Strategic Action Plan (PEGSAP)** within its Geoscience, Energy and Maritime Division. This position will be located at its regional office in Suva, Fiji.*

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 organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Geoscience, Energy and Maritime Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming and two areas of focus within this division:

1. **Oceans and Maritime Programme (OMP)** – assists member countries with services that provide applied ocean science and knowledge for evidence-based policy-making and technical solutions for improved ocean and maritime governance, management, and capacity development.
2. **Georesources and Energy Programme (GEP)** – assists member countries by applying technical knowledge in the areas of geoscience and sustainable energy use.
3. **Disaster and Community Resilience Programme (DCRP)** – assists member countries to demonstrate strengthened resilience through integrated action on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation.

The overarching goal of the Pacific Energy and Gender Strategic Action Plan (PEGSAP) is to reach meaningful gains in gender equity and equality within the context of the renewable energy sector through improved gender-responsive policy and institutional frameworks, and increased career and income generating opportunities for women and girls in order to facilitate their economic security. It sets out to promote transformative action by taking the critical steps necessary to create the right conditions and provide the necessary support for women and girls at the institutional, service providers/businesses, society/community, and individual level.

The role – **Project Manager – Pacific Energy and Gender Strategic Action Plan (PEGSAP)** will lead the implementation of the Pacific Energy and Gender Strategic Action Plan (PEGSAP). It will focus on coordinating and overseeing the daily implementation of project activities, working in partnership with key stakeholders in the 14 Pacific Island Countries (PICs), liaising with partners and service providers, providing regular updates and reporting to the US embassy Suva and other donors, and providing regular updates to the Team Leader – Energy Security and the Deputy Director GEP.

The key responsibilities of the role include:

Project Management

- Demonstrate sound leadership in managing the PGSAP.
- Recruit and manage the PGSAP Project team and Consultants.
- Undertake regular project planning and prepare / revise project annual work plans and budgets.
- Lead and coordinate the day-to-day implementation of project activities.

Implementation of PGSAP Activities

- Set-up a strong institutional and organizational framework for PGSAP implementation.
- Ensure the national implementing agencies have the necessary capacity and knowledge for PGSAP implementation by:
 - Coordinating a regional training needs assessment (TNA) of the clean energy sector.
 - Coordinating the development of a regional gender and energy training and awareness-raising program.
- Collaborate with national implementing agencies to ensure the effective execution of gender and energy initiatives within the country.
- Develop a gender-responsive energy policy framework and assist the PICTs in developing, adopting and implementing a national gender-responsive energy policy (GREP).

Spearheading the resource mobilization / fundraising efforts for the PGSAP

- Assist the Acting Deputy Director – GEP and Team Leader Energy Security by providing sound advice in relation to GEP's resource mobilization efforts for PGSAP.

- Work with members of GEP Resource Mobilisation Committee (RMC) in discussing, developing, reviewing and submitting project concept notes and proposals for energy and gender (including Theory of Change, Logical Framework, and concept notes) to donors.
- Lead GEP's effort in developing joint energy and gender concept notes and proposals with relevant partners and submitting them to donors.
- Explore new partnerships / funding opportunities to support the implementation of the PEGSAP with partners / donors / philanthropies, private sector, etc.

Coordinating the Pacific Energy Gender Initiative (PEGI) and network, and monitoring the implementation of the PEGSAP

- Oversee the running of Pacific Energy and Gender Initiative secretariat.
- Participate and contribute to SPC's Gender Community of Practice.
- Coordinate the organization of training workshops on energy and gender and collaborate with relevant partners to conduct suitable capacity building and trainings in the field of gender in energy.
- Coordinate the gathering of relevant data and information to track progress against PEGSAP indicators.

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

Key selection criteria

Qualifications

- A master's degree in a relevant field such as in energy, climate change mitigation, gender studies, sociology, international development, sustainable development or related fields.

Technical expertise

- At least 10 years of relevant experience in the energy sector or in gender issues/women's right, with 5 years of leadership experience at project/programme management level.
- Demonstrated technical knowledge of gender mainstreaming in project activities and design of targeted action to empower women and girls.
- Demonstrated ability to prioritize and deliver timely and high-quality project outputs and outcomes.
- Previous experience working with donors and developing country partners.
- Experience in fundraising, proposal preparation and project management.
- Strategic planning and organisational development experience.
- Demonstrated ability to engage with donors, partners and other stakeholders.

Language skills

- Excellent English communication skills (oral and written).

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment.

Salary, terms and conditions

Contract Duration – Until 8 October 2026 – subject to renewal depending on funding and performance

Remuneration – The **Project Manager – Pacific Energy and Gender Strategic Action Plan (PEGSAP)** is a band 11 position in SPC's 2023 salary scale, with a starting salary range of 3,091–3,864 SDR (special drawing rights) per month, which currently converts to approximately FJD 9,118–11,397 (USD 4,142–5,177; EUR 3,923–4,904). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,350–3,000 per month. 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 bilingualism, 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 Privacy Policy.

Application procedure

Closing Date: 10 December 2023 at 11:59pm (Fiji time)

Job Reference: MC000091

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.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to Fiji Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

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 your experience in leading and delivering projects.
2. How can we promote women's participation in the clean energy transition in the Pacific? What are the key challenges?
3. How would you promote and support collaboration in implementing the Pacific Energy Gender Strategic Action Plan in the Pacific region?