

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

*The Pacific Community (SPC) invites applications for the position of **Senior Advisor, Social and Environmental Responsibility** within its Climate Change and Environmental Sustainability Programme. 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 **Climate Change and Environmental Sustainability Programme (CCES)** was established to enable SPC to strengthen and streamline its actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and environmental sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions.

**The role – the Senior Adviser, Social and Environmental Responsibility** will coordinate implementation and management of the SPC Social and Environmental Responsibility policy at corporate and programmatic levels, liaising with SPC internal services and requirements, ensuring highest standard for SPC's Social and Environmental safeguards.

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

### Leadership and coordination of SPC SER team's work towards the SER Action Plan implementation

- Supervise the collaboration of the SER team for mainstreaming of social and environmental sustainability inclusion.
- Lead the implementation of practical actions to respond to surveys and suggestions to improve staff wellbeing and ensure the smooth inclusion of a People-centred approach at SPC.
- Catalyse change in SPC's corporate activities.
- Supervise and coordinate the implementation of SPC's carbon neutrality fund.
- Develop and operationalize the SER policy action plan for projects and programmes.
- Lead the provision of advice and support to divisions on the assessment and management of social and environmental risks and impacts.

### Management of SER knowledge and communication

- Supervise the work of the CCES ICKM officer in the development of communication and mainstreaming materials outlining sound social and environmental responsibility practices.
- Supervise the design and update of the SER intranet page.
- Coordinate the SER team's work supporting the implementation of SPC's grievance redress mechanism in collaboration with the OMD legal team.
- Management of the SPC SER Practice Group.
- Supervise and coordinate the design and delivery of SER training.

### Development of the programme's partnerships and outreach activities related to SER as per the SPC strategic plan

- Supervise SPC engagement and partnerships with national and international organisations as well as SPC donors in the field of social and environmental responsibility.
- Review divisional business plans to embed relevant SER components within all of divisional activities through PCA mainstreaming.
- Supervise the monitoring of SER policy implementation.
- Lead the review of SPC corporate strategic plan to reflect the implementation of the SER policy.

### Programme/project development – resource mobilization

- Support project and programme development and fundraising to strengthen environmental sustainability at regional level.
- Design small-scale projects supporting the mainstreaming of environmental sustainability at national or regional level.
- Contribute to mobilization of initiatives and development of project proposals targeting climate finance mechanisms.

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

## Key selection criteria

### Qualifications

- A Postgraduate Degree in environmental or social project management, international development or public policy.

### Technical expertise

- A minimum of ten years' experience in cross-cutting environmental and social management including research, analysis and reporting in the public sector or development organization.
- At least five years of leading Social and Environmental Responsibility initiatives and programmes at national, regional or international level.
- Demonstrated experience in relationship building and working with a variety of donors and development agencies.
- Proven knowledge and experience in carbon insetting and offsetting, including international frameworks.
- Practical relevant experience in a developing country environment.
- Proven experience representing organisations, agencies or administrations at regional and international level.
- Ability to work constructively to resolve issues, concerns or differences of opinion.
- Demonstrated capability to work autonomously, self-organise, multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support.

### Language skills

- Excellent oral and written communication skills in English and French.

### 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 **Senior Adviser, Social and Environmental Responsibility** is a band 12 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 4,792-5,894 per month, which converts to approximately XPF 725,912-892,813 (USD 6,421-7,898; EUR 6,083-7,482). 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:** 10 December 2023 – 11:00 pm (Noumea time)

**Job Reference:** CR000137

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. Tell us briefly what you feel the value of Social and Environmental Responsibility (SER) policy and implementation is in the Pacific context?
2. What do you feel is the value of an organisation like SPC in having and SER Policy?
3. What do you think are some challenges SPC might face in successfully implementing an SER Policy?