



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 Implementation Officer (Integrate Pasifika)** 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.

Integrate Pasifika is a NZD2.65 million project and sitting within DCRP. It seeks to improve peer-to-peer exchanges and knowledge sharing and contribute to increasing Pacific Island countries ability to provide technical support in the area of risk informed decision making with respect to building resilience to climate change impacts. It aims to build both regional and national capacity in technical areas and facilitate peer to peer learning and exchange, providing a platform for practitioners, and space for decision makers.

The role – **Project Implementation Officer (Integrate Pasifika)** will work with collaborating entities in the region to support and conduct, monitoring, evaluation, research, and learning (MERL); to improve peer-to-peer exchanges and knowledge sharing; and to increase the Pacific Island countries ability to provide technical support in the area of risk informed decision making with respect to building resilience to climate change impacts. The role will also support the various risk projects in DCRP and across the GEM Division.

The key responsibilities of the role include:

Stakeholder Engagement and Coordination

- Identify and regularly communicate with stakeholders for meetings, and document minutes and feedback, including regular updates and progress reports.
- Suggest necessary changes to the project activities and schedules based on the feedback from the team and stakeholders.
- Promote networking between local risk reduction and resilience stakeholders at all levels.
- Assist with stakeholder management and collaboration.

Training, Research and Learning

- Conduct technical and research analysis, advice, and support to risk sharing regionally and nationally.
- Research the feasibility of new and current applications for risk information and risk knowledge management platforms.
- Support communities of practice promoting access to and use of risk information.
- Work with the SPC Communications representative to ensure appropriate communications, engagement and visibility activities for the project activities are being implemented in line with the communications strategy and project workplan.

Documentation, M&E and reporting

- Ensure processes, research outcomes and best practices for risk and knowledge sharing are documented.
- Document project related activities, and support Project MERL.

Supporting and advising on project implementation, and management

- Support the implementation of Integrated Pasifika plus other disaster risk related projects in DCRP.

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

Key selection criteria

Qualifications

- A bachelor's degree from a recognized institution (or equivalent work experience) in a discipline relevant to GIS, project management, international development, natural resources management, climate resilience or disaster risk management.

Technical expertise

- At least up to 3 years in project related coordination/management position ideally in the Pacific region.
- Demonstrated understanding and experience in project management.
- Demonstrated experience with facilitating multi-stakeholder participatory, meetings.
- Demonstrated experience in successfully building capacity through training, mentoring, and coaching.
- Demonstrated experience in liaising and negotiating with Pacific Island countries for meetings, training, and feedback on surveys.
- Experience in project related research and report writing.

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage.

Interpersonal skills and cultural awareness

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

Salary, terms and conditions

Contract Duration – Until 30 June 2025 – subject to renewal depending on funding and performance.

Remuneration – The **Project Implementation Officer** is a band 8 position in SPC's 2023 salary scale, with a starting salary range of 2,044–2,555 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,030–7,537 (USD 2,739–3,424; EUR 2,595–3,243). 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: MC000072

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. Describe your experience working in the Pacific in the disaster risk sector with government.
2. What two challenges you would expect to face as a project implementation officer and how would you go about resolving it?
3. Name 2 methods that you can use to gather information from stakeholders during implementation to inform activities.