



Pacific
Community
Communauté
du Pacifique

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

*The Pacific Community (SPC) invites applications for the position of **Knowledge and Capacity Development Officer** 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 (GEM) 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 role – **Knowledge and Capacity Development Officer** will be responsible for the development and implementation of the sustainable capacity development strategy and guidance on all GEM DCRP capability development activities including training support to countries through project and Programme delivery where requested. This role will also support the advocacy and effective campaign development to drive pertinent issues relating to capacity development across the Pacific region.

The key responsibilities of the role include:

Provide capability building advice to DCRP

- Ensure SPC-wide capability building strategy and actions for the Pacific DRM/CC workforce.
- Advise the Disaster Risk Team Leader, Project Manager(s), project team and broader SPC on strategies for developing and strengthening capability development in DRM/CC interventions in the Pacific.
- Actively support the monitoring, evaluation, research and learning (MERL) process as it relates to SPC Pacific DRM/CC workforce capability building, promoting innovation and the piloting of new approaches.

Foster sound working relationships with stakeholders to help build a learning ecosystem

- Engage with, guide, advise and assist PICTs to apply the Pacific Competencies Model to undertake learning and training needs analyses for their DRM/CC workforce, and identify and implement capability development in their communities.
- Work with relevant DCRP project teams and technical personnel as well as other capability building entities to foster a research and knowledge culture and information sharing amongst DRM/CC stakeholders across the Pacific.
- Facilitate communities of practice, skills/knowledge/peer review exchanges and twinning relationships across the region and between PIC governments, the private sector, academia and civil society. This includes setting up and maintaining supportive selection and coordination mechanisms.

Coordinate and expand targeted DRM/CC capability development initiatives across the Pacific region

- Coordinate and participate in the Industry Stakeholder Committee for the Certificate IV in DRM (Team Leadership).
- Support the development, expansion and maintenance of further accredited, non-accredited and online capability building options for the DRM/CC workforce where appropriate.
- Support the Pacific safer school's initiative where requested, in particular, advising on culturally appropriate and effective learning techniques for children of different ages and abilities; and sharing best practice examples from across the region.

Support the capacity, efficacy and impact of DCRP

- Prepare and submit relevant DRM/CC-related reports in an accurate and timely manner in accordance with SPC, programme and project results frameworks; and project, MERL and communication staff requirements.
- Support the development of proposals that include a DRM/CC capability development component, including to source assistance from donors and other development partners.
- Promote collaborations and relationships within DCRP, GEM Division and SPC

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

Key selection criteria

Qualifications

- A degree in a relevant field such as education (with a focus on professional development, adult education, or work-based training), development or communications from a recognized institution (or equivalent work experience).

Technical expertise

- At least 8 years of experience in the design, organization, delivery, monitoring and reviews of capability building education/training programs with a minimum of 3 years' experience in a Pacific context, including in coaching, guiding and advising Pacific colleagues.
- Demonstrable experience in fostering learning cultures and ecosystems.
- An understanding of the disaster risk management and climate resilience history, challenges, solutions, priorities, and coordination in the Pacific region (science to policy).
- Demonstrable knowledge of development approaches that promote human rights, inclusion and low carbon solutions.

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 – 3 Years – subject to renewal depending on funding and performance.

Remuneration – The **Knowledge and Capacity Development 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: 21 January 2024 at 11:59pm (Fiji time)

Job Reference: JM000517

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. Capacity development often involves identifying gaps and designing strategies to address them. Can you describe a specific project where you successfully identified capacity gaps and implemented effective solutions?
2. How do you approach the sustainability of capacity development efforts? Can you share instances where you ensured that the impact of your work persisted beyond the duration of a project?
3. What are the links between capacity development and behavioural change and what strategies can be used to measure the effectiveness of capacity development on workplace performance?