



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 **Grants and Collaborations Manager** within its Operations and Management Directorate 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 **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of the following key departments: Finance, Procurement/Travel/Grants/Collaborations, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – **Grants and Collaborations Manager** will lead the Grants and Collaborations Team in providing high quality advice and service for grants and collaborative activities; to provide expert and specialist advice to influence the strategic direction of SPC's grants and collaborative activities; to strengthen internal understanding and capabilities of SPC staff in grants and collaborative processes; and to drive grant and collaboration improvements as part of the 'One OMD' workplan, with a particular focus on improvements in processes, procedures and systems and building excellent relationships internally and externally.

The key responsibilities of the role include:

### Leadership, Management and Operations: Grants and Collaborations

- Lead on organization-wide grants and collaborations planning, including strategic planning.
- Lead SPC's grants and collaborations functions to deliver high quality customer service advice.
- Provide harmonized and consistent service across SPC to the agreed service standards and in accordance with SPC's Grants Policy and broader policy framework.
- Lead on ensuring audit compliance and grants and collaborations compliance checks.

### Advice

- Provide advice to influence the strategic direction of SPC's grants and collaboration processes.
- Provide advice to decision-makers on complex grant and collaboration issues.
- Lead recommendations on policy and process updates.
- Organizational wide ethical issues relating to grants and collaborations are identified and managed.

### Management of staff

- Manage grants and collaborations staff and resources.
- Lead SPC's training plan for grants and collaborations activities.

### Stakeholder relationships management

- Build robust collaborative relationships with senior staff across OMD and SPC.
- Ensure excellent communication with key stakeholders and build strong relationships.
- Provide leadership on internal and external stakeholder relationship management.

### Systems and processes

- In collaboration with OMD Management, and with participation of key stakeholders (e.g., divisions) drive grants and collaborations improvements as part of the one OMD workplan, with a particular focus on improvements in processes, procedures and systems.
- Harmonize processes, systems and procedures across all SPC locations for grants and collaborations.

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

## Key selection criteria

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### Qualifications

- Advanced university degree (master's degree or equivalent) in a related field (or equivalent experience).

### Technical expertise

- At least 10 years' experience managing a team and providing advice and support on grants in a public sector or not-for-profit environment.
- Excellent analytical skills.

### 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

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**Contract Duration – 3 years** – subject to renewal depending on funding and performance.

**Remuneration** – The **Grants and Collaborations Manager** is a band 12 position in SPC's 2023 salary scale, with a starting salary range of 3,565–4,456 SDR (special drawing rights) per month, which currently converts to approximately FJD 10,516–13,146 (USD 4,777–5,971; EUR 4,525–5,657). 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

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**Closing Date: 28 January 2024 at 11:59pm (Fiji time)**

**Job Reference: JM000523**

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. Briefly describe your strategic approach to optimizing the use of grants as a modality for distributing funds at SPC.
2. Describe a situation where you identified inefficiencies in grant processes. What steps did you take to improve these processes, and what were the outcomes?
3. How would you approach continuous improvement in this role?