



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 **Director – Educational Quality and Assessment Programme** within its Educational Quality and Assessment Programme (EQAP) 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 vision of the **Educational Quality and Assessment Programme (EQAP)** is to be 'The agency for educational quality in the Pacific region'. Its mission is to enhance the quality of education and training for Pacific learners, so they realise the benefits of lifelong learning. EQAP seeks to promote the following core values within the context of SPC's corporate values:

- a culture of quality;
- a culture of continuous improvement;
- cultural and political sensitivity;
- respect for the autonomy and priorities of the education system in each Pacific Island country and territory (PICTs); and
- assimilation of the expressed needs of countries in its delivery of technical services.

The **Director – Educational Quality and Assessment Programme** will manage the work of the Educational Quality and Assessment Programme ensuring the delivery of high-quality services to member countries, the region and SPC. The role will be guided by the EQAP Business Plan as endorsed by the CRGA subcommittee known as the PBEQ and the SPC strategic plan.

The key responsibilities of the role include:

### Strategic planning, policy and programming advice

- Direct and oversee strategic planning to ensure that the work of the division meets the needs of SPC programs, member governments, partners and other clients and stakeholders.
- Provide strategic and high-level technical advice along with leadership to EQAP and SPC (including the senior leadership team), the senior program team, SPC divisions, governments and regional and international partners with respect to planning, policy and programming in education quality and assessment.
- Lead the development of EQAP's business plans, annual work plans, monitoring and evaluation plans, strategies and policies.

### Leadership and people management

- Ensure a positive working environment that is conducive to intra-divisional collaboration and quality work outputs and outcomes. Support and promote health, safety and staff well-being.
- Participate and contribute in the SPC Senior Leadership Team.
- Manage the overall financial resources including the divisional budget, donor reporting processes in line with project and program management requirements.

### Program management

- Provide overall leadership in the delivery of EQAP services to member countries, with an emphasis on support for the improvement of educational quality.
- Set and monitor standards of accountability for outputs from sections within EQAP to maintain and build the reputation and credibility of EQAP as the regional entity for education quality.
- Ensure growth and development of EQAP in line with SPC, regional and member priorities.

### Stakeholder engagement and Relationship Management

- Evolve and expand the partnership between MFAT, DFAT and EQAP in alignment with the funding design aligned to EQAP's business plan and programs priorities.
- Oversee the preparation of project and program proposals designed to secure funding that supports initiatives intended either directly or indirectly to improve educational quality (i.e., PacREF).
- Represent SPC and EQAP effectively at national, regional and international forums / other meetings as required.

### Provide support to Senior Leadership of SPC

- Contribute to SPC Senior Leadership Team in development of corporate policy and plans.
- Participate in and provide effective contribution to SLT meetings as required.
- Provide leadership in support of achieving SPC strategic and operational goals and priorities

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

## Key selection criteria

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### Qualifications

- Master's degree in an educational field covered by the EQAP mandate.

### Technical expertise

- At least 10 years of teaching experience.
- At least 5 years of experience in: State/national or international assessment and at least one of:
  - State /national curriculum development or
  - teacher training or
  - educational policy development.
- At least 10 years of demonstrated senior management experience, including in personnel, project and financial management.
- Wide knowledge of education particularly in educational assessment as well as in the other fields covered by the EQAP mandate.
- Extensive management experience at a state or national level within an education assessment system.
- Highly developed leadership and planning skills.
- Demonstrated ability to network, communicate and represent effectively at national, regional and international levels.
- Knowledge of key global and regional frameworks and plans for education.
- Cross-cultural skills and the ability to work with team members from different cultural backgrounds.

### Language skills

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

### Interpersonal skills and cultural awareness

- Cross-cultural skills and the ability to work with team members from different cultural backgrounds.

## Salary, terms and conditions

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**Contract Duration** – 3 years.

**Remuneration** – The **Director - Educational Quality and Assessment Programme** is a band 15 position in SPC's 2024 salary scale, with a starting salary range of 5,642–7,053 SDR (special drawing rights) per month, which currently converts to approximately FJD 16,814–21,018 (USD 7,504–9,380; EUR 6,994–8,743). 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: 18 February 2024 at 11:59pm (Fiji time)**

**Job Reference: JM000553**

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 share your experience in working with governments, and your approach in supporting policy change, particularly in the Pacific region.
2. What is the largest team you have managed, and please share some leadership strategies you have employed to develop harmonious teams amongst individuals from various cultural and technical backgrounds.
3. Please share your experience in resource mobilisation, and what would be the key considerations in a resource mobilisation strategy for the Educational Quality and Assessment Programme.