



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 **Pacific Island Emergency Management Alliance (PIEMA) Coordinator** 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 – **Pacific Island Emergency Management Alliance (PIEMA) Coordinator** will be responsible for the overall efficient coordination of the PIEMA Secretariat through planning and co-ordination of PIEMA priorities and deliverables as outlined in PIEMA Strategic Roadmaps for Emergency Management (or similar). The role will also scope regional surge support initiatives with a view to strengthening emergency and disaster preparedness and response capacities as well as improve reporting and knowledge management capacity.

The key responsibilities of the role include:

Overseeing PIEMA Secretariat, including managing, mentoring and supporting team members

- Coordinate and collaborate with PIEMA members and partner organizations to deliver on PIEMA priorities.
- Oversee the preparation of the next iteration of the Pacific SREM, multi-year and annual costed plans, procurement plans, contract listings, asset registers, risk registers, exit/transition, and closure plans.
- Ensure PIEMA objectives are sustainably realized, and activities are implemented in accordance with: PIEMA member priorities, formal agreements; and the operational policies and procedures of SPC and PICTs (including relating to procurement, finance, and social and environmental responsibility).
- Ensure PIEMA financial management is sound and in accordance with SPC, donor and audit requirements. This includes regularly updating budget forecasts, and validating, tracking, reconciling, and analyzing costs to deliver on the PIEMA budget and results.

Providing technical and strategic advice and support to PIEMA members

- Provide and facilitate the provision of high-quality technical and strategic advice and support to PIEMA members generally and to:
 - use analysis to provide expert advice, briefings, and information products to senior government officials, SPC management, donor representatives and other stakeholders to inform the development, implementation and monitoring of appropriate disaster and emergency management activities.
 - build and strengthen emergency management in the Pacific, including through institutional strengthening, and enhancing planning, knowledge management and response capabilities in the Pacific.

Reporting and compliance

- Coordinate with partners and the Secretariat to ensure all reporting requirements are met, including to PIEMA members, partner organizations, and donors, the Forum Officials Committee Sub-Committee on Regional Security (FSRS), and internally within SPC.
- Provide ad hoc briefs and engage with management, reporting mechanisms and meetings with SPC management, stakeholders and donors as required.

Developing and maintaining relationships with PIEMA Members and diverse stakeholders

- Maintain strong links with PICTs, PIEMA partners and other stakeholders to ensure timely and effective delivery of PIEMA priorities.

- Establish and maintain effective communications with PICTs concerning their needs and the implementation of PIEMA priorities, including high-level liaison with Ministers and senior government staff where required.
- Strengthen regional coordination, collaboration and voice on disaster and emergency management, including through coordinating the PIEMA Annual Meeting, Regional Disaster Managers Meeting, Pacific Islands Fire and Emergency Services Association (PIFESA), and supporting coordination of the Pacific DRM Ministers meetings.

Supporting the capacity, efficacy, and impact of SPC's DCRP

- Provide expert advice and support to strategic planning and MERL within DCRP, the GEM Division and SPC more broadly.
- Support the development of proposals, including to source assistance from donors and other development partners in the region.
- Support formal and informal reporting to DCRP donor and development partners as required.

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

Key selection criteria

Qualifications

- A master's degree in a relevant field, such as project management, emergency management or disaster risk management.

Technical expertise

- At least 10 years of practical experience at regional level in project management, emergency management coordination, monitoring and evaluation, and developing and providing advice and support to PICTs.
- Experience in regional management projects, including the design, organization, delivery, monitoring and review of the project.
- Project management and leadership experience, including managing a small project team.
- Understanding of issues related to emergency management and related issues in the Pacific region.

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 **Pacific Island Emergency Management Alliance (PIEMA) Coordinator** is a band 12 position in SPC's 2024 salary scale, with a starting salary range of 3,565–4,456 SDR (special drawing rights) per month, which currently converts to approximately FJD 10,623–13,279 (USD 4,741–5,927; EUR 4,419–5,524). 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: 25 February 2024 at 11:59pm (Fiji time)

Job Reference: JM000561

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. Pacific Island Countries face unique challenges and different risks. How do you adapt your project management strategies to address unexpected circumstances or changes in project scope?
2. What is your understanding of emergency management, and how do you see it being applied in the context of the Pacific Island Countries?
3. How do you ensure effective communication and collaboration among stakeholders with varying interests and priorities?