

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Innovation and Design Adviser** within its Strategy, Performance and Learning Division. This position will be located at its headquarters in Noumea, New Caledonia.*

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 unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Strategy, Performance and Learning Division (SPL)** is a specialised unit within SPC's Office of the Director-General. SPL has staff based at our headquarters in Noumea, as well as our regional office in Suva. The team has the following core functions: (i) guiding strategic direction through development of the Pacific Community Strategic Plan and facilitation of the Subcommittee of the Council of Representatives of Governments and Administration (CRGA) that oversees the implementation of the plan (ii) increasing development effectiveness through leading and coordinating corporate monitoring, evaluation, reflection, reporting and learning; (iii) supporting the Director-General and the Senior Leadership Team (SLT) in undertaking strategic corporate initiatives, including organisational planning, organisational improvement or research and co-design of innovative and integrated projects and programmes, and iv) serving as a strategic coordination point for key relationships with external stakeholders, including member countries and territories, donors and development partners.

The role – the **Innovation and Design Adviser** will play a leadership role in the development of OneSPC Flagships. The role also leads the documentation of practices, lessons and methodologies, and facilitates cross-organisation learning.

The key responsibilities of the role include the following:

Provide specialist technical advice to the design, inception, and ongoing learning from SPC's flagships

- Accompany flagship leads and SLT members to ensure a coherent and coordinated approach to Flagships, transdisciplinary work and innovation at SPC.
- Design and facilitate processes that support systems ways of working, and ensure participation of SPC technical staff and member countries in the flagships.
- Ensure that mechanisms for innovation and transdisciplinary collaboration are integrated into new projects, programmes and portfolios of work.
- Ensure that flagships have access to quality technical support in their design, inception and implementation.
- Develop targeted written guidance on flagship design and document.

Provide oversight and manage the "Funding with Intent" mechanism, to support the incubation and scale up of innovative activities, transdisciplinary work and capacity development.

- Lead the management of the funding with intent incubator and innovation funds, supported by the Programming and Innovation Officer.
- Facilitate the selection panel for new innovation projects and keep the panel updated of changes as the year progresses.
- Manage the execution of the funding with intent budget (800,000 NZD annually) and monitor the execution of individual projects.
- Ensure that results for funding with intent are being documented and communicated, and commission an evaluation of the current funding with intent window.
- Develop a strategy for the transition of Funding with Intent into a new phase of the SPC-New Zealand Strategy, and innovation funds accessible to technical staff.

Knowledge management - methodologies, lessons and approaches related to design and innovation are captured, communicated and subsequently adopted across SPC

- Lead documentation of processes and lessons from flagship, systems, portfolio and programme design at SPC.
- Develop targeted written guidance and tools for flagship, programme and portfolio design, governance and implementation.
- Support the Executive, SLT and corporate communications team with messaging innovation, flagships and systems approaches.
- Facilitate processes of reflection and learning among flagship leads and technical learning group, and presenting on flagships to divisions.
- Lead reporting on the Funding with Intent mechanism, and contribute to Annual reflection and results reporting on flagships.

Members, technical staff and senior management are actively engaged in SPC's innovation and flagship design and implementation, and communities of practice are catalysing cross-organisational collaboration.

- Foster partnerships, including resource and knowledge partnerships, which support collaboration across SPC.
- Support communities of practice for flagship leads, and engage key stakeholders through Teams pages.

Demonstrate leadership in linking SPC's programming to SPC's strategic and policy frameworks and key regional and global frameworks, and provide support the broader work of the Strategy, Performance and Learning team at SPC.

- Ensure that program designs include people centred approaches.
- Ensure that programs are linked to key regional and international frameworks, including the Blue Pacific narrative, the 2030 Agenda (including the Sustainable Development Goals) and other relevant frameworks.
- Actively support key SPL activities and manage the Programming and Innovation officer.

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

Key selection criteria

Qualifications

- Postgraduate degree in a specialized field such as international development, social change, geography, business administration, economics, or equivalent professional

Technical expertise

- At least 10 years relevant experience in leading or advising on the development of strategic, systems level programmes.
- Experience in multi-sector, systems level integrated programmes, an understanding of social development programmes and projects, and a good knowledge of the project management cycle.
- Relevant sectoral experience, including related to cross-cutting issues (climate change, resilience, gender and human rights).
- Financial acumen and experience in supporting the preparation of budgets.
- Experience in an international organisation or NGO in the Pacific Region.
- Advanced analytical skills and attention to detail.
- Strong computer skills (Microsoft Word, Excel, Powerpoint, Microsoft Teams).

Language skills

- Excellent oral and written communication skills (both oral and writing skills).

Interpersonal skills and cultural awareness

- Cultural sensitivity and awareness, and the ability to effectively work with team members from different cultural backgrounds.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on performance and funding.

Remuneration – The **Innovation and Design Adviser** is a band 11 position in SPC's 2024 salary scale, with a starting salary range of SDR (special drawing rights) 4,206-5,161 per month, which converts to approximately XPF 622,159-763,470 (USD 5,594-6,865; EUR 5,214-6,398). An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. 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 bilinguism, 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 private policy.

Application procedure

Closing date: 17 March 2024 – 11:00 pm (Noumea time)

Job Reference: CR000203

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.
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. SPC is moving from designing to implementing 4 multi-sector, multi-disciplinary flagships. What are some of the practical considerations for operationalising a multi-disciplinary approach, and what tools would you use to accompany flagship leads and the SPC executive on this journey.
2. The SPC Director General is briefing member countries and territories on the importance of a multi-sectoral approach to achieving system wide outcomes at national and regional level. Provide three talking points on why such an approach is important, using examples from one SPC flagship areas (Oceans, Food Systems, Gender Equality, Climate Change).
3. SPC has an internal innovation incubator, Funding with Intent. Outline an approach for facilitating multi-sector innovation using this fund, and two examples of investment opportunities in one of the SPC Key Focus Areas (Strategic Plan 2022-2031).