



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 Soils Partnership (PSP) Coordinator** within its Land Resources 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 **Land Resources Division (LRD)** provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities. LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology, and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals.

The role – **Pacific Soils Partnerships (PSP) Coordinator** will be responsible for the Pacific Soils Partnership Network (PSP) secretariat functions and the ongoing management of the network organizations to achieve its shared mission. The incumbent is responsible to build PSP capacity through technical support on programme development to support regional collaboration on soil management and research activities in the region.

The key responsibilities of the role include:

PSP Coordination Support

- Coordinate the development and implementation of the PSP Governance Framework in accordance with national priorities.
- Coordinate ongoing consultations with members and development partners including priority setting and work planning for the PSP operations.
- Coordinate trainings and field activities to strengthen national technical capacities on sustainable soil management practices.

Programming and Implementation

- Work with soil scientist to develop relevant concept notes for resource mobilization purposes.
- Coordinate and identify through an agreed process, capacity building needs of countries and liaise with development partners to deploy technical support to address capacity needs.
- Collaborate with relevant national, regional, and global technical networks such as the Koronivia Joint Work on Agriculture (KJWA) and other global networks (GSP, ITPS) on Pacific issues and solutions.

Policy and Resource Mobilization

- Assess and establish recommendations on soil priorities for research and policy strengthening through strategic dialogue processes.
- Coordinate the development of advocacy materials and coordinate its dissemination through appropriate platforms and opportunities.
- Support the Programme Leader and the Soil Scientist to coordinate resource mobilization activities in accordance with the PSP and national soil priorities.
- Collaborate with the Soil Scientist to ensure high visibility of the network activities including publication of relevant literature for the wider audience.

Strategic communication and information dissemination

- Ensure high quality and regular communication flows with the PSP Country focal points and partners through the most appropriate communication tools and channels.
- Coordinate the development and dissemination of technical reports, technical manuals, data repositories, and other soil data and information products.
- Develop communication products and services to support regional resource mobilization and partnership strategies.

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

Key selection criteria

Qualifications

- Post graduate degree public administration, agriculture science, soil Science, environmental science or related field.

Technical expertise

- At least 10 years' experience in programme and policy development support related to networks.
- Familiarity with agricultural sector in the Pacific.
- Knowledge of soil sustainability research, management and/or monitoring and evaluation.
- Proven experience in negotiating, building, and maintaining professional, client-focused relationship and mutually beneficial partnerships.
- Experience in coordination of multiple and diverse stakeholders.
- Strong communication and interpersonal skills, creative thinker and ability to work independently.

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 Soils Partnership (PSP) Coordinator** is a band 10 position in SPC's 2024 salary scale, with a starting salary range of 2,575–3,218 SDR (special drawing rights) per month, which currently converts to approximately FJD 7,672–9,591 (USD 3,424–4,280; EUR 3,191–3,989). 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: 24 March 2024 at 11:59pm (Fiji time)

Job Reference: JM000581

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. Can you identify 2 key challenges and possible solutions that you think this position will face when coordinating various stakeholders or partners within this sphere of work?
2. Describe a tool / system you have successfully practiced ensuring that communications is well disseminated to multiple key partners.
3. Describe one way that you would use to leverage the importance of soil management in the Pacific region?