



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 **Project Manager – Climate and Oceans Support Program in the Pacific (COSPPac)** 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 Climate and Oceans Support Programme in the Pacific Phase 3 (COSPPac3) is supported by the Government of Australia and New Zealand. COSPPac has entered a third phase of four years (2023-2027) and builds on Australia's long-term support for core climate information services across the Pacific, ensuring the continued development of valued products and services for optimum impact for Pacific Island governments and communities.

The role – **Project Manager – Climate and Oceans Support Program in the Pacific (COSPPac)** will effectively manage and coordinate the Climate and Oceans Support Programme in the Pacific (COSPPac) components that SPC has responsibility for. This involves providing strategic and technical advice on the Project; day-to-day management, coordination, and oversight of operations and finances; procurement, performance, and quality control; supporting monitoring, evaluation, research, and learning. Stakeholder engagement, relationship management and staff management are critical to success in the role.

The key responsibilities of the role include:

### Overall Project Management and delivery

- Lead the scheduling of SPC-led activities under COSPPac, including overseeing preparation of multi-year and annual costed project plans, procurement plans, contract listings, asset registers, risk registers, exit/transition, and closure plans.
- Provide day-to-day, results-orientated and agile management, implementation, and coordination of all SPC-led project activities.
- Develop close, strong working relationships with key stakeholders within SPC, across the COSPPac targeted countries, project partners and donors, as well as regional and international agencies; collaborating where relevant to increase impact.

### Coordination and Stakeholder Management

- Lead the coordination of the ocean component across COSPPac.
- Effectively collaborate and coordinate with COSPPac partners and stakeholders.
- Initiate and facilitate regular meetings with relevant team leaders, project staff and the COSPPac Steering Committee, IPMG and task groups.

### Effective Information Management, Capacity Development and Knowledge Sharing

- Supervise the maintenance and continuous development of COSPPac related knowledge products, tools and services including maintenance and development of the Ocean Portal, the Pacific Tides App.
- Oversee COSPPac professional attachments and internship programme including secondment opportunities.
- Liaise with relevant in-country stakeholders on content and delivery of trainings.

### Technical expert advice and member country support

- Undertake analyses of existing and proposed initiatives that aligns to COSPPac and advise internal management and stakeholders accordingly.
- Provide advice on the development and implementation of COSPPac activities.
- Advise on regional and national ocean and coastal issues as well as knowledge gaps to inform ocean and coastal development, and to address climate change issues, and disaster risk reduction.

### People Management

- Manage the performance and supervise a group of Technical Assistants and Specialists in the delivery of ocean services and training in the Ocean and Maritime Programme.
- Manage and supervise MEL and GEDSI Advisors, ensuring these are integrated across the COSPPac program.

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 qualifications (MSc.) in Marine Science, Applied Science, Climate Change, Development, or related field.

### Technical expertise

- At least 10 years of progressive experience in climate change, environment, natural resource management, development etc. including 3 to 5 years of regional development experience.
- Capacity to design, manage and implement complex programmes of development assistance at regional, sub-regional and local levels, including in remote island locations.
- Proven experience in project management (financial, project administration).
- Comprehensive understanding of climate change and large-scale ocean and atmospheric processes.
- High degree of problem-solving at a project management level.
- Ability to communicate technical climate/oceans/geodetic information to non-technical audiences, including as a comprehensive training programme.
- Knowledge of oceanographic and/or geodetic instrumentation and application of data.
- In-depth knowledge of the institutional context and partners within at least one of the following sectors: (i) lands and surveying, (ii) meteorological services.

### 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

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**Contract Duration – Until 30 June 2027** – subject to renewal depending on funding and performance.

**Remuneration** – The **Project Manager – Climate and Oceans Support Program in the Pacific (COSPPac)** 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

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**Closing Date: 14 April 2024 at 11:59pm (Fiji time)**

**Job Reference: JM000604**

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. What is the difference between relative and absolute sea level?
2. Please name 3 major climate drivers in the Pacific region
3. Briefly discuss 3 key strengths of the Climate Oceans Support Program in the Pacific (COSPPac)