



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 **Programme Manager – Pacific Humanitarian Warehousing Programme** 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 **Pacific Humanitarian Warehousing Programme (PHWP)** is an eight-year multi-donor, multi-country investment to enhance humanitarian warehousing capabilities across 14 Pacific Island Countries and Timor-Leste via three areas of intervention – warehousing infrastructure, supplies (non-food items) and warehousing systems, including integration into local and regional humanitarian architecture. The program is framed by three thematic priorities – Gender equality, disability and social inclusion; localization; and green humanitarian action. By the end of the eight-year period, it is expected that Pacific Island Countries and Timor-Leste are able to respond to disasters increasingly independently and sustainably.

The role – **Programme Manager – Pacific Humanitarian Warehousing Programme** will provide the day-to-day strategic and operational leadership of the Pacific Humanitarian Warehousing Programme within a cross-functional team environment involving: the establishment of the Programme Management Office (PMO) and design of the various approaches informing the Programme Delivery Plan across an eight-year program; integration of the PMO with the Infrastructure Specialist Unit engaged to manage the warehousing infrastructure component; and planning and monitoring programme resources ensuring that financial analysis is risk-informed and the delivery plan is resourced appropriately.

The key responsibilities of the role include:

Programme planning and implementation and strategy

- The day-to-day management of the programme in a defined and integrated whole-of-programme delivery plan involving the Infrastructure Specialist Unit engaged to deliver the warehousing infrastructure component.
- Effectively monitor programme performance in line with the MEL plan and identifying and addressing areas for improvement.
- Implement risks and safeguarding strategies in line with the Risk Management and Social and Environmental Safeguards Plan/s that will mitigate potential issues that could adversely impact programme success or the reputation of SPC.
- Demonstrate good practice when contextualizing and mainstreaming GEDSI, localisation and climate and disaster resilience approaches across all components of humanitarian warehousing – construction, supplies and management.

Stakeholder engagement and communication

- Identify and engage Programme stakeholders (Programme Governance Committee, development partners, NDMOs, etc.) in line with the Stakeholder Engagement and Communications Plan, including participating countries, development partners and CROP agencies; regularly inform stakeholders about programme progress, risks, and changes.
- Successful communication and endorsement of a shared vision of what programme success looks like; stakeholder concerns are addressed quickly, ensuring their needs are appropriately considered in programme decision-making.
- Engage stakeholders in the programme implementation process and provide meaningful opportunities to contribute to developing National Implementation Plans.

Resource management

- In coordination with the Deputy Director – Disaster and Community Resilience Programme, manage programme resources, including budgets, human resources, and supplies efficiently and in line with SPC policies and donor funding agreements.
- Systematically monitor and forecast programme expenditures and the overall financial performance against the budget, putting early indications of significant deviations and mitigation strategies in place.

Quality assurance

- Implement, in conjunction with the Infrastructure Specialist Unit, quality assurance processes to ensure that programme deliverables, including warehouse construction, supplies and management arrangements to meet established standards and requirements.
- Execute monitoring, evaluation and learning activities per the MEL Plan to monitor and assess the impact and effectiveness of the programme; with a clear attribution between outputs and end-of-program outcomes.
- Systemically collect and analyze data at a whole-of-program and country-level to measure program outcomes and make data-driven decisions for ongoing improvement.

Management and Leadership

- The programme team to comprise of a skilled and competent workforce, meeting key project milestones and exceeding performance targets.
- Ensure that a respectful and productive working relationship exists between the programme management office and the infrastructure unit.

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

Key selection criteria

Qualifications

- Advanced university degree (master's degree or equivalent) in law, international development, international relations, political science, disaster management, humanitarian action, logistics/supply chain, or other relevant area.

Technical expertise

- At least 15 years of progressively responsible relevant experience at the regional or international level in humanitarian affairs, disaster risk reduction, community resilience, humanitarian logistics or related fields.
- At least 5 years of experience in a Team Leader/ Programme Director/ Deputy Director/ Manager role.
- Demonstrated broad understanding of the development context and the challenges and opportunities that frame programme implementation within the Pacific.
- Thorough understanding of adaptive programming and core functional areas including MEL frameworks, finance, resource mobilization, contract management, communications and stakeholder engagement, and risk management.
- Practical experience in programming across one or more of the following areas: disability inclusion, gender equality, social inclusion, localization, and green humanitarian action.
- A collaborative and open communication style with strong interpersonal and influencing capabilities to build relationships across different stakeholder groups.
- Experience in successfully working within a deadline-driven environment.
- High level of competency across various Microsoft applications, including Excel, Word, Outlook and PowerPoint.

Language skills

- Excellent English written and verbal 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 **Programme Manager – Pacific Humanitarian Warehousing Programme** is a band 13 position in SPC's 2024 salary scale, with a starting salary range of 4,087–5,109 SDR (special drawing rights) per month, which currently converts to approximately FJD 12,179–15,224 (USD 5,436–6,795; EUR 5,066–6,333). 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: 28 April 2024 at 11:59pm (Fiji time)

Job Reference: JM000616

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 three words would you use to describe the Pacific Humanitarian Warehousing Program. Please provide a rationale for each word.
2. Describe a time when you have had to pivot your approach to managing a project or program in response to changing circumstances. How did you ensure continuity and effectiveness in the face of uncertainty.
3. Describe a complex project where you successfully fostered collaboration among diverse stakeholders with competing priorities and interests. What strategies did you employ to build consensus, resolve conflicts, and ensure alignment towards common goals?