



Pacific  
Community  
Communauté  
du Pacifique

- **Suva-based position (Fiji) 10-month temporary contract**
- **Attractive expatriate package**
- **Join the principal development organisation in the region**

*The Pacific Community (SPC) invites applications for the position of **Project Implementation Officer** 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 utilisation 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 **Pacific Regional Integration Support (PRISE)** Programme is a EUR 37m programme aimed to support greater economic integration among the small and scattered countries of the region, and between the Pacific Region and the global economy. The overall objective is to contribute to improving the economic and social benefits for 15 Pacific countries from the African, Caribbean, Pacific Group of States arising from stronger regional economic integration. SPC is taking the lead in implementing 2 key outputs with an allocation of EUR 12m: Output 1.2 Sanitary and Phytosanitary services are improved; and Output 2.3: Strengthened competitiveness of sustainable agricultural value-chains in the Pacific. PRISE Outputs 1.2 and 2.3 with the title '**Safe Agricultural Trade Facilitation through Economic Integration in the Pacific**' (**SAFE Pacific**) project will be managed and implemented by SPC in all 15 Pacific Africa Caribbean and Pacific (PACPs) countries.

The role – **Project Implementation Officer** will support the smooth project implementation and partnerships between external stakeholders, including partner governments, Micro, Small, and Medium Enterprises (MSMEs), technical staff, and the enabling services team.

The key responsibilities of the role include:

### Program activity management

- Support the Team Leader with the planning and implementation of program activities including establishing annual and/or periodic workplans, budgets and activity schedules.
- Coordinate development of and regularly review annual work plans and budgets of project components in line with the project document with component leaders and ensure cross-cutting issues of gender and social inclusion and the environment are adequately addressed.
- Ensure all internal SPC policies and procedures are followed with regard to procurement, human resources and financial management.
- Ensure that records management is robust and well-maintained.

### Program Monitoring, Evaluation and Learning (MEL)

- Work closely with the PMEL Adviser of LRD to implement the MEL Plan.
- Assist the SAFE team with monitoring the program plans and MEL plan.
- Ensure Programme staff and beneficiaries are aware of the program MEL framework and requirements.
- Ensure that the program risk management plan is monitored and updated on a timely basis.
- Support the development of the progress reports against program indicators.
- Works closely with the Team Leader to prepare and organise baseline and end of term evaluations.

### Stakeholder management and effective collaborations

- Effectively communicate regularly with SAFE Grantees (MSMEs) and relevant partner government directors.
- Seek out and actively manage key internal and external stakeholder relationships based on open and regular discussions and feedback, to ensure effective interface between program development, planning, service design and policy implementation.

- Ensure that a detailed database of key stakeholders is maintained and updated regularly.

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

## Key selection criteria

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### Qualifications

- A degree in a relevant field such as development, environment, trade, agriculture, project management or equivalent body of knowledge and experience.

### Technical expertise

- At least 8 years of program management experience with donors, government or non-governmental organisations.
- At least 4 years of experience in grant management.
- Project/Programme management skills, including strong proposal and report writing skills.
- Proven experience in negotiating, building and maintaining professional, client-focused relationship and mutually beneficial partnerships.

### 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 22 December 2025.

**Remuneration** – The **Project Implementation Officer** is a band 9 position in SPC's 2025 salary scale, with a starting salary range of 2,284–2,856 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,876–8,595 (USD 3,038–3,798; EUR 2,798–3,498). 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 staff employees on temporary contracts** – SPC provides a housing allowance of FJD 1,500–5,200 per month. Relocation airfares, excess luggage, health and life and disability insurances are available for employees. Employees are entitled to 25 working days of annual leave per annum and other types of leave, prorated on contract length and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a 10% 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: 23 February 2025 at 11:59pm (Fiji time)**

**Job Reference: SS000012**

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 are two common project management challenges, and give specific examples of how you have mitigated this in a previous role?
2. How would you contact a Micro, Small, and Medium Enterprises (MSME) or the beneficiary in another country who is not responding to your emails?
3. Describe a time when you conducted a monitoring visit for a beneficiary, and you were able to collect evidence of impact. How did you achieve this?