



Pacific
Community
Communauté
du Pacifique

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

*The Pacific Community (SPC) invites applications for the position of **Programme Manager** within its Partnerships, Integration and Resource Mobilisation Office (PIRMO). 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 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 **Partnerships, Integration and Resource Mobilisation Office (PIRMO)** leads SPC's strategic partnerships, drives business development in support of SPC's Strategic Plan 2022-2031, and contributes to SPC's development effectiveness by championing an integrated approach to the way we work.

The role – **Programme Manager** will ensure effective programme management of the UBPP co-design phase including work planning, stakeholder engagement and consultation and monitoring, evaluation and learning.

The key responsibilities of the role include:

Programme planning and execution

- Lead the management of the UBPP work planning, budget and consultancies.
- Manage team progress and allocation of activities across the team and consultants.
- Lead on select project activities as agreed through work planning.
- Coordinate SPC internal advisory group on UBPP.
- Identify and manage programme issues and risks.
- Coordinate the recruitment of the UBPP team.
- Research and analysis to inform the UBPP design and resource mobilisation strategy.

Communications and stakeholder engagement

- Collaborate on and quality assure UBPP knowledge products for alignment with donor and SPC requirements.
- Coordinating meeting and event planning and arrangements including UBPP informal working group, virtual donor roundtable and sub-regional missions.
- Preparing meeting records, progress reports, proposals and other tasks to support UBPP design and engagement.
- Ensure knowledge management of UBPP programme including electronic files and reports.

Knowledge management, monitoring, reporting and learning

- Develop of UBPP MEL plan and strategy, ensuring alignment with donor and SPC MEL requirements.
- Develop and manage all performance monitoring activities and systems, including necessary data management and visualisation software.
- Conduct regular and ad-hoc data analysis and provide quality assurance over the preparation of donor reports and UBPP contributions to SPC corporate reports and evaluations.
- Lead internal learning and use of MEL findings and facilitate opportunities to increase learning across UBPP and with other SPC divisions and programmes.

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

Key selection criteria

Qualifications

- Master's degree in political or social sciences, business management, law, international relations, or a related field or equivalent body of knowledge and experience.

Technical expertise

- A minimum of 10 years of progressively responsible professional work experience in a programme management or related role.

- Good knowledge and understanding of project design, technical cooperation, resource mobilisation and stakeholder engagement.
- Good research and analytical skills.
- Able to apply sound judgement in the context of assignments given.
- Excellent computer skills (Microsoft Word and Excel).

Language skills

- Excellent written and verbal communication skills.
- Fluency in English.

Interpersonal skills and cultural awareness

- Ability to work self-sufficiently and self-motivate.

Salary, terms and conditions

Contract Duration – This part-time position (60%) is budgeted until 30 June 2025.

Remuneration – the **Programme Manager** is a band 11 position in SPC's 2025 salary scale, with a starting salary range of SDR (special drawing rights) 4,206-5,161 per month, which converts to approximately XPF 614,756-754,386 (USD 5,594-6,865; EUR 5,152-6,322). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is 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 and will reimburse excess accompanied luggage of up to two additional bags. Airfares, medical and life insurance are available for eligible employees. Employees are entitled to 25 days of annual leave per year of contract 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 private policy.

Application procedure

Closing Date: 23 January 2025 – 11:00 pm (Noumea time)

Job Reference: CR000365

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.

Screening Questions (maximum of 2,000 characters per question):

1. Can you describe your experience with managing large-scale multi-stakeholder programs?
2. What strategies would you employ to ensure effective collaboration and communication among Pacific Island countries, territories, and other partners involved in the UBPP?
3. How have you utilised M&E data to inform decision-making and improve program outcomes?