

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

*The Pacific Community (SPC) invites applications for the position of **Legal Officer**. The 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 unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Legal and Governance Team** plays a critical role in overseeing governance, legal and risk management support and advice to SPC. The Team is heavily involved in improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services and improve operational compliance.

The role – the **Legal Officer** will manage the flow of requests to the Legal Team, review procurement contracts and grant agreements, funding arrangements, letters of agreement, memorandums of understanding and other legal documents as required, and provide legal advice on these matters to SPC.

The key responsibilities of the role include the following:

- Manage the daily flow of legal assistance requests received. This includes recording requests, filing emails and documents in dedicated folders, acknowledging receipt, allocating requests within the team according to complexity and rigorously managing a response timetable in line with the team's priorities.
- Draft and review procurement, grants and other contracts, as well as letters of agreement, memorandums of understanding and templates to protect SPC and minimize risk while adhering to the principles of international administrative law and taking into account the domestic law as it impacts SPC's operations. Provide legal advice to divisions on legal issues that arise in the preparation of the contracts.
- Builds strong collaborative relationships internally throughout SPC and with external stakeholders.
- Contributes to governance and corporate services improvements, especially procurement and grant reforms.
- Provides outreach, education and training and raises awareness of SPC's governance framework, legal obligations and responsibilities to SPC staff.

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

Key selection criteria

Qualifications

- Advanced university degree in international law or related area or equivalent body of knowledge and experience.
- Meets the professional requirements to practice law in one or more jurisdictions of an SPC member country.

Technical expertise

- At least 2 years PQE in providing legal advice on governance, organizational or international law issues or contracts.
- Excellent legal analytical skills.

Language skills

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

Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted until 31 December 2025.

Ideally, the successful candidate will be expected to start on 1 July 2025; however, a later start date may be considered depending on availability.

Remuneration – The **Legal Officer** is a Band 8 position in SPC's 2025 salary scale, with a starting salary range of 2,912–3,544 SDR (special drawing rights) per month, which currently converts to approximately XPF 425,603–517,935 (USD 3,873–4,713; EUR 3,567–4,340). 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: 8 June 2025 – 11:00 pm (Noumea time)

Job Reference: KK000084

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.

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. Please describe your experience in reviewing and providing legal advice on contracts such as grant or funding agreements, partnership agreements and procurement contracts. Can you walk us through your process to ensure that such contracts are aligned with organisational policies and legal standards?
2. Tell us about a time you had to explain a complex legal concept or recommendation to a non-legal colleague. How did you ensure they understood and felt confident moving forward?
3. Please describe your experience working with people from diverse backgrounds.