



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 **Principal Adviser to the Deputy Director General Science & Capability** within its Executive Office. 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 role – **Principal Adviser to the Deputy Director General Science & Capability** will support the Deputy Director General of Science and Capability (DDG S&C) to facilitate cooperation and integration across sectors and strategic initiatives aimed at strengthening regional integration. The role will provide technical advice and coordinate internal contributions toward regional policy initiatives, including strategic engagement with Pacific Islands Countries and Territories (PICTs), development partners, and CROP agencies. The role will facilitate effective liaison between the DDG Science and Capability and constituencies, including high-level officials, heads of ministries or ministerial offices, as well as represent the Deputy Director General Science and Capability at regional and international engagements as needed. It will also facilitate collaboration from S&C teams to the One SPC Transformation Programme (OTP).

The key responsibilities of the role include:

### **Strategic engagement and coordination with SPC members, CROP agencies, development partners, and donors**

- Lead and foster high-level strategic engagement with member governments, regional agencies, and donors to strengthen partnerships and align priorities.
- Represent the organisation in regional forums, negotiations, and strategic discussions to advance shared goals, values and visibility of the region's/SPC priorities.
- Ensure effective coordination of multi-stakeholder regional initiatives or collective actions to promote collaboration and maximize impact across the region.
- Provide advice and support to DDGs in consultation with technical leaders at the highest level in SPC member countries and territories or regional forums such as the Pacific Islands Forum.

### **Coordinate and facilitate SPC's contributions to the CROP strategic work agenda**

- Drive SPC's active participation and contributions to the development, implementation, and monitoring of the CROP strategic work agenda.
- Collaborate with internally and externally to ensure SPC strategic initiatives align with regional priorities and deliver measurable outcomes.
- Advocate for inclusive and sustainable approaches within the regional agenda that reflect member needs and emerging challenges.
- Represent DDG at the executive level in important regional and / or international engagements where the executive or member of the senior leadership team is unavailable.

### **Provision of technical advice/assistance to the DDG Science and Capability to harmonise OneSPC strategic initiatives**

- Provide expert technical advice to the Deputy Director General to harmonise cross-sectoral initiatives and ensure alignment with organisational goals.
- Guide the design and execution of integrated initiatives (flagships, OTP, strategic evaluations/reviews) that leverage synergies across disciplines for enhanced efficiency and impact.
- Offer strategic insights to inform decision-making on complex regional issues, ensuring evidence-based approaches.
- Support the DDG Science and Capability to provide strategic advisory support and guidance to the SLT on issues with organisation-wide implications.

### **Facilitate collaboration between Science and Capability teams and Operations and Integration on the OTP**

- Engage in OTP meetings including TAG.
- Liaises closely with Team Lead – OTP on areas for collaboration and to be strengthened.
- Work closely with S&C divisions on matters related to OTP.

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 degree in a relevant field such as international development, sustainable development, business administration, management or equivalent body of knowledge and experience.

### Technical expertise

- At least 15 years of relevant experience.
- At least 10 years of experience in a similar or comparable role at the regional and/or international level, in a similar environment.
- Solid knowledge and experience of the Pacific region, the government mechanisms, protocols, and a sound understanding of international and regional development priorities and processes.
- Demonstrated relevant working experience in and/or with national administrations, including consulting with senior government officials and ministers.
- Cross-cultural skills and ability to collaborate with colleagues from diverse cultural backgrounds.
- A methodical thinker and collaborative, inclusive mindset.

### Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage.

### 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 – 3 years** – subject to renewal depending on funding and performance.

**Remuneration** – The **Principal Adviser to the Deputy Director General Science & Capability (DDG S&C)** is a band 13 position in SPC's 2025 salary scale, with a starting salary range of 4,291–5,364 SDR (special drawing rights) per month, which currently converts to approximately FJD 12,917–16,146 (USD 5,707–7,134; EUR 5,256–6,570). 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 Staff in a position advertised internationally (EPAI) whose duty station is Suva** – SPC provides a housing allowance of FJD 1,500–5,200 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 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: 2 November 2025 at 11:59pm (Fiji time)**

**Job Reference: JM000906**

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. The Pacific Community (SPC) engages with our member governments and development partners who sometimes have competing priorities for regional funding and support. Describe an instance where you had to facilitate dialogue between at least two national governments or key development agencies on a contentious regional issue. What was the core of the disagreement, what process and tools did you use to navigate it, and what was the outcome?
2. Explain how you have synthesised complex and conflicting technical inputs from different divisions and sectors to inform recommendations for executive decision. How did you evaluate the information, manage the differing viewpoints, and present your advice to enable a clear management decision?
3. Using a past project or initiative as an example, explain how you ensured that science and technical work were not just sound, but strategically relevant. How did you specifically connect the technical deliverables to higher-level regional policy frameworks and demonstrate their impact on long-term regional goals.