



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 **Procurement Adviser** 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, education, 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 realised through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals.

The role – **Procurement Adviser** will manage procurement activities, including sourcing of goods, and development of requirements; provide accurate, expert and specialist advice on procurement activities; and ensure compliance with organisational policies.

The key responsibilities of the role include:

Operations: procurement

- Manage the procurement actions for the Division, including Requests for Proposals (RFPs), Requests for Quotations (RFQs), and exceptions requests in accordance with SPC's *Procurement Policy* and *applicable guidelines*.
- Support the division in their preparation procurement documents for Requests for Proposals (RFP) and support Requests for Quotations, including supporting the technical statement of needs.
- Support the development and monitor the Division's annual procurement plan with associated risk management matrix.
- External relationships with vendors, including preferred suppliers, are managed.
- Ensure high compliance to SPC and donor requirements.
- Support LRD team where required with the preparation of technical evaluations, Procurement committee documentation and SPC initiatives that affect the Division's operations.

Advice

- Provide advice to clients on procurement processes, including appropriate use of exceptions.
- Advice to decision-makers (including the Procurement Committee) on complex procurement issues considering stakeholder's requirements to ensure value outcomes.
- Advice provided to decision-makers on how to manage ethical issues; integrity demonstrated.
- Identify, mitigate and/or escalate risks.

Outreach, education and training

- Provide capacity building to SPC staff in procurement matters.
- Build collaborative relationships with staff across LRD, OMD and SPC.
- Ensure effective communication with key stakeholders and builds strong relationships.

Systems and processes, and other duties as required

- Contribute to improving procurement and grants tools and systems to assist with building understanding and compliance and facilitate project audits.
- Implement improvements in processes, procedures and systems, including assisting with mainstreaming SPC's social and environmental principles in procurement and grant actions.

- Identify recommendations on policy and process updates.
- Lead on assessing and resolving any SPC internal and external audit findings that affect procurement in the Division.

Leadership and people management

- Supervise staff, including leave approvals, management plans and performance appraisals staff.
- Create a team environment that fosters and develops effective working relationships and high performance.
- Build a strong and effective team capable of providing services of the highest quality.

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

Key selection criteria

Qualifications

- A postgraduate qualification in a relevant field such as business administration, project management, procurement, commerce, international development or equivalent body of knowledge and experience.

Technical expertise

- At least 7 years of experience providing advice on procurement and/or grant matters in a public sector environment or through donor funded programs.
- Experience in project management and operations.
- Experience with working with multiple development/ donor partners, research institutions, international organizations.
- Excellent analytical skills.
- Good negotiation skills.
- Strong cross-cultural competence with Pacific experience preferred.

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

Contract Duration – 31 December 2027 – subject to renewal depending on funding and performance.

Remuneration – The **Procurement Adviser** is a band 10 position in SPC's 2025 salary scale, with a starting salary range of 2,575–3,218 SDR (special drawing rights) per month, which currently converts to approximately FJD 7,750–9,687 (USD 3,424–4,280; EUR 3,154–3,942). 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 1,500–5,200 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

Closing Date: 2 November 2025 at 11:59pm (Fiji time)

Job Reference: TT000127

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. Describe a successful procurement project that you have managed from start to finish. What were the key objectives, challenges, and outcomes, and how did your leadership contribute to its success?
2. What technology and tools are essential to ensure a high performing procurement team and what technology and tools have you used to optimise procurement processes and increase efficiency within your team? How do you stay informed about emerging procurement technologies and trends?
3. With a focus on procurement and/or grants systems and processes, please describe your experience in identifying systems and process improvements in leading a team to implement reforms; identifying areas for streamlining and improvements; and delivering customer service improvements.