

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

*The Pacific Community (SPC) invites applications for the position of **Head of Implementation Support Services** within its Operations & Integration (O&I) collective. 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 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 **Operations & Integration (O&I)** collective delivers essential enabling services that support the organisation's scientific and technical portfolio. Our key functions include corporate services, programme support, partnerships, resource mobilisation, and strategic engagement. These services are coordinated through our regional and satellite offices across the Pacific and Europe. Additionally, the O&I collective leads a dedicated workstream focused on organisational change and transformation to drive continuous improvement and adaptability.

The **Head of Implementation Support Services** will provide strategic leadership and technical oversight for Programme implementation support and enabling services, ensuring operational excellence and compliance with SPC policies and regulations, aligned to organisational strategy. It oversees key functions including Procurement, Grants, Travel, Events and Conference, Languages, Translations and Interpretation and Integrated Support Services. By leading the team to optimise processes, facilitating change, this role will enable organisational scale and effectiveness, ensuring our teams have reliable tools and services to execute their programmes.

The key responsibilities of the role include the following:

Strategic Leadership and management

- Provide strategic vision and direction to guide the work of Programme implementation support services in line with SPC's Strategic Plan.
- Develop strategic planning and annual work plan.
- Submit reporting to the Executive that is consistent with the SPC O&I and SPC Strategic Plan.
- Lead Programme implementation support services, ensuring high-quality customer service focus.
- Develop and manage the budget for Programme implementation support services functions.
- Ensure that services are financially sustainable and managed as appropriate.

Technical oversight leadership

- Demonstrate expert knowledge and understanding of the technical aspects of the Programme implementation functions, in particular procurement, travel and grant management as well as the broader Programme implementation support services.
- Provide technical advice and data to support robust and timely management decision-making.
- Ensure that Programme implementation support services are context specific and aligned with international best-practice.
- Lead technical work areas according to needs, providing advice on complex Programme implementation support services issues.
- Ensure compliance with all SPC's legal obligations, policies and procedures.

Partnerships and engagement

- Collaborate with the O&I collective and the Senior Leadership Team, and other internal stakeholders to further SPC's strategic objectives.
- Develop a set of KPIs that are aligned to organizational and regional priorities, for reporting to the Executive and governance forums/meetings.
- Drive communications and engagement at all levels of the organisation, and with key stakeholders to advance the work of Programme implementation support services functions.
- Ensure that Programme implementation support services teams have developed solid collaborative skills and practices with internal and external stakeholders.

Change management and continuous improvement

- Identify, plan for, and implement strategic opportunities to improve and develop Programme implementation support services functions.
- Lead on the review, adjustment of SPC Programme implementation support services Policies.
- Drive and lead recommendations on process updates, improvements and manage change.
- Coordinate the development of significant projects to help deliver outcomes in line with the SPC Strategic Plan.

People Management

- Lead recruitment and management of staff under direct supervision.
- Ensure all staff maintain professional standards and keep abreast of changes in the profession and with industry best practices.
- Lead and support team leadership and professional development aligned to organizational values.

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

Key selection criteria

Qualifications

- Post-graduate qualification in a relevant discipline (e.g. finance, procurement, international business, economics, business, public administration, organisational development) or equivalent body of knowledge and experience.

Technical expertise

- 15 years of relevant experience, including 10+ years in a managerial role or equivalent body of knowledge and experience.
- Strong experience in leading the design and implementation of organization programme implementation support services strategy and management, specializing in any or all of the technical areas of procurement and travel, grant management and collaboration, events and conferences and translations and interpretations.
- Knowledge and experience in internal control and risk management.
- Demonstrated experience in driving improvements and streamlining systems, in a complex environment.
- Excellent leadership, change management and staff management skills.

Language skills

- Fluency in oral and written English.

Interpersonal skills and cultural awareness

- Demonstrated cultural sensitivity and awareness, and the ability to effectively work with team members from different cultural backgrounds.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

Remuneration – the **Head of Implementation Support Services** is a band 14 position in SPC's 2026 salary scale, with a starting salary range of SDR (special drawing rights) 5,023-6,279 per month, which converts to approximately FJD 15,521-19,401 (USD 6,731-8,413; EUR 6,073-7,592). An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being 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 bilinguism, 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: 22 February 2026 – 11:00 pm (Noumea time)

Job Reference: SH000375

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 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. Can you please describe a time you set the strategic direction for programme support functions across multiple offices?
2. Please give an example where you strengthened technical policies and controls to ensure compliance and effective delivery across a complex organisation.
3. Tell us about a major change initiative you led that improved programme services and required leading a large and diverse team.