



Pacific
Community
Communauté
du Pacifique

The Pacific Community (SPC) invites applications for the position of **Project Coordinator, Building Regional Action and Cooperation on Water Security** 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 20 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 **Geoscience Energy and Maritime Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming and two areas of focus within this division:

1. **Oceans and Maritime Programme (OMP)** – assists member countries with services that provide applied ocean science and knowledge for evidence-based policy-making and technical solutions for improved ocean and maritime governance, management and capacity development.
2. **Georesources and Energy Programme (GEP)** – assists member countries by applying technical knowledge in the areas of geoscience and sustainable energy use.
3. **Disaster and Community Resilience Programme (DCRP)** – assists member countries to demonstrate strengthened resilience through integrated action on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation.

The other two focus areas within this division are **Programming and Operations**, which is responsible for driving integrated programming excellence and operational support across the division, and **Geoinformatics**, which is responsible for providing diverse, integrated, and unique and demand-driven information and spatial data services across SPC work programmes, projects and countries.

The role – The **Project Coordinator** will primarily be responsible for the overall project management and delivery of the Building Regional Action and Cooperation on Water Security project (herewith referred to as the BRAC project). This includes project management, procurement, team coordination, oversight of financial management, performance and reporting, risk management and the provision of high-level advice to participating partners and SPC. In doing so the Project Coordinator will lead a small project team and work closely with selected SPC technical division staff, international, national and local development partners, national and local counterparts and contracted Technical Assistance. Strategic leadership and relationship development are critical to this role.

The key responsibilities of the role include:

- Overall leadership and governance of the BRAC project
- Provision of specialist technical support and coordination of project deliverables
- Development of effective working relationships and partnerships for action

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

Key selection criteria

Qualifications

- Postgraduate degree from a recognised institution, and/or equivalent work experience, in a discipline relevant to: international development; community engagement; international relations; strategic communications; disaster risk reduction; community resilience; water resources management; water, sanitation and hygiene; governance and policy development, and/or another relevant field

Knowledge and experience

- At least 7 years' experience in programme management and development, with proven capacity for the leadership, coordination and mentoring of diverse and multi-disciplinary teams
- Proven record of accomplishment in coordination, partnership building and engagement with Pacific Island Countries and Territories, development partners, non-government organisations, civil society, and the private sector
- High-level interpersonal, networking and relationship management skills proven in a range of culturally diverse and multi-sector settings

Essential skills

- Excellent report writing skills with experience in the preparation of communicative presentation materials
- Demonstrated understanding and knowledge of Pacific governance and decision-making frameworks at the regional, national and local levels
- Demonstrated understanding of the development challenges facing the Pacific region, including those related to disaster and climate resilience, and specifically to water security
- A demonstrated proficiency in meeting the monitoring, evaluation, reporting and learning (MERL) requirements of development partners such as MFAT

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

Contract Duration – Until 31 March 2024

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – The **Project Coordinator** is a Band 11 position in SPC's 2022 salary scale, with a starting salary range of 3,015–3,769 SDR (special drawing rights) per month, which currently converts to approximately FJD 8,896–11,120 (USD 4,312–5,390; EUR 3,619–4,523). 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 are 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 1,350–3,000 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 matching 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 – 6 April 2022 at 11:59pm Fiji time

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
- contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

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 the Fijian 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.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

1. Please provide an example where you have led the development of partnerships for action across multiple sector and stakeholder groups, and outline what you feel were the key factors of success in these efforts.
2. Briefly describe some of the tools and approaches that you have used in managing donor-funded development projects in order to achieve project outcomes.

3. Briefly explain to a non-technical audience the role that water security plays in Pacific resilience to the impacts of disaster and climate change.