

- 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 **Programme Officer** within its Geoscience Energy and Maritime 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, 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 role – **Programme Officer** will work with the management team of the Ocean Maritime Programme (OMP) and the Pacific Community Centre for Ocean Science (PCCOS) on day-to-day management, coordination of activities, and planning. The Officer will be responsible for assisting with programme-level coordination and drive project management processes and tools that impact the delivery of results. The Officer will support the programme, projects, and activities under OMP and PCCOS and significantly contribute to the quality and efficiency of overall project and risk management.

The key responsibilities of the role include:

Ocean and Maritime Programme activities

- Lead the administrative coordination of Programme activities

Pacific Community Centre for Ocean Science activities

- Contribute to the coordination and preparation of grant proposals and concepts and manage of contracts for science and research

Digital Earth Pacific support

- Lead the administrative planning and implementation of the Earth and Marine Observations (EMO) team

Project management and reporting

- Initiate and set up project management processes and tools and ensure these are mainstreamed into projects across the Programme

Programme risk management

- Raise awareness of the risk management framework, and SPC risk management guidelines

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

Key selection criteria

Qualifications

- A bachelor's degree or equivalent in management, economics, business, planning, or related field, with experience or qualifications in sustainable financing in the development sector

Knowledge and experience

- At least 5 years of professional experience in managing project data/information
- Solid experience working in regional/international organizations to deliver donor-funded projects in the Pacific region
- Demonstrated experience with the implementation of multi-sector projects in a cross-cutting field such as climate change

Essential skills

- Excellent computer skills working with Microsoft Office (including ability to use MS Excel to advanced level), Power BI, and Teams
- Experience with multi-stakeholder participatory and consultative approaches
- Data/information management skills
- Efficient delivery of outputs and writing skills

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 December 2024 – subject to renewal depending on funding and performance

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 **Programme Officer** is a Band 8 position in SPC's 2022 salary scale, with a starting salary range of 1,994–2,493 SDR (special drawing rights) per month, which currently converts to approximately FJD 5,883–7,354 (USD 2,852–3,565; EUR 2,393–2,991). 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 1,350–3,000 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: 11 August 2022 at 11:59pm (Fiji time)

Job Reference: KK000010

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.

Screening Questions (maximum of 2,000 characters per question):

1. Relating to one procurement system with which you are familiar, identify three main principles of procurement and select the one principle you feel is most important and explain why you selected this particular principle.
2. The position includes convening in country meetings with partners based in each Pacific Island country and representing different agencies. Could you share the key steps you would undertake to coordinate this meeting?
3. Please describe your financial experience working on a donor-funded project.