

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

*The Pacific Community (SPC) invites applications for the position of **Loss and Damage Funding Coordinator – Danish Funds** within its Climate Change and Environmental Sustainability Programme. The position will be located at its headquarters in Noumea, New Caledonia or 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 **Climate Change and Environmental Sustainability Programme (CCES)** was established to enable SPC to strengthen and streamline its actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and environmental sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions.

The role – the - Loss and Damage Funding Coordinator – Danish Funds will be responsible for managing, planning, coordination, execution and reporting on the Loss and damage funding contributions secured through the Climate Change Flagship Programme (CCFP), supporting integration and cross-functional teams drawing on resources from the Pacific Community's (SPC) technical divisions.

The key responsibilities of the role include the following:

Project Management practice improvement

- Review and regularly refine project management strategies, processes and tools to ensure their effectiveness.
- Ensure innovation and creativity are encouraged in project planning and execution across SPC.
- Ensure adaptive management and agile methodologies, user-centric design, and data-driven decision-making are used in problem solving and project planning and implementation.
- Foster a culture of collaboration and knowledge sharing within the project teams and with project stakeholders.

Funding for Loss and Damage Planning, management and execution

- Manage and communicate effectively Funding Agreement budget, scope and schedule.
- Manage and communicate effectively Project/Initiative issues and risks.
- Ensure approvals for grant variances and changes to plans are communicated effectively and approved by the appropriate governance body.
- Establish and maintain a shared understanding of success criteria with relevant team members and key stakeholders.
- Coordinate activities with stakeholders leading to increased engagement, trust, and confidence in the loss and damage funding SPC is managing and SPC's related capabilities.
- Provide effective management leadership and support across the loss and damage portfolio, including interaction with the Loss and Damage Adviser from the climate change negotiation team and with the climate change flagship manager.
- Ensure steering committee/s are organised at least annually, and technical working groups established and active as necessary.
- Support for resource mobilisation helps to secure additional funding and resources for SPC's work in loss and damage for the Pacific.

Monitoring, Evaluation, Reporting and Communication

- Develop and implement loss & damage monitoring and evaluation frameworks, performance indicators and data collection methods in collaboration with the Strategic Planning, Monitoring and Evaluation CCES Adviser and aligned to the CCFP Results framework.
- Ensure monitoring of progress against performance indicators provides regular reporting for funders and project governance groups.
- Identify, document, and share project achievements, lessons learned, and best practices with relevant stakeholders.
- Promote effective knowledge management practices.
- Represents SPC in a positive manner at meetings, workshops, and conferences related to the relevant funds/investment.

Financial Management

- Manage GFA expenditure to ensure activities are implemented within budget and outcomes delivered on.
- Ensure timely reporting on expenditure and budget variances is delivered to relevant stakeholders.
- Develop accurate and complete budgets and financial reports and regularly update throughout the project lifecycle.
- Ensure execution is compliant with donor financial and reporting requirements.

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

Key selection criteria

Qualifications

- Master's degree in project management, public sector or business administration, loss and damage and climate change or related field; or equivalent combination of degree and work experience.

Technical expertise

- At least 10 years of experience in project management, preferably in the development sector.
- Experience in monitoring and evaluation, including the development of theories of change, logical frameworks, performance indicators, monitoring and reporting against progress, and facilitating reflection, learning and adaptation with project stakeholders.

Language skills

- Fluency in English.

Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

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

Remuneration – The **Loss and Damage Funding Coordinator – Danish Funds** is a Band 11 position in SPC's 2023 salary scale.

For a Noumea based position a starting salary range of SDR (special drawing rights) 4,206-5,161 per month, which converts to approximately XPF 637,132-781,844 (USD 5,636-6,916; EUR 5,339-6,552). SPC salaries are not presently subject to income tax in New Caledonia.

For a Suva based position – a starting salary range of SDR (special drawing rights) 3,091-3,864 per month, which converts to approximately FJD 9,118–11,397 (USD 4,142–5,177; EUR 3,923–4,904). 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.

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. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees – SPC provides a housing allowance (or subsidised housing in Noumea). 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).

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 private policy.

Application procedure

Closing date: 28 January 2024 – 11:00 pm (Noumea time)

Job Reference: CR000174

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.

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. What would your strategy be to coordinate the activities with stakeholders, Pacific Island Government, development partners and SPC divisions to bring awareness to, and secure technical and financial assistance, for PICs to address loss and damage?
2. What would you consider as the 3 main priorities for assisting Pacific Island Countries in addressing loss and damage?
3. Why is the loss and damage fund a critical opportunity Pacific Islands?