

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

The Pacific Community (SPC) invites applications for two positions of **Project Implementation Officer, Building Safety and Resilience in the Pacific (BSRP) II** within its GEM division. These positions 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.

Each **Project Implementation Officer, Building Safety and Resilience in the Pacific (BSRP) II** will be responsible for working with collaborating entities in up to eight Pacific Island countries to plan, budget, implement, report, undertake procurement and contract management, support quality monitoring, evaluation, research and learning (MERL), prepare for and hold National Steering Committee (NSC) meetings, and roll out local stakeholder communications, engagement and visibility activities. This includes supporting the strengthening of local project management systems and pulling in technical expertise from across the Disaster and Community Resilience Programme (DCRP) and SPC as necessary. The key responsibilities of the role include:

Guiding, coaching and building capacity of Pacific Island countries to plan, budget, implement, and report on in-country activities

- Guide and coach lead implementing agencies in nominated Pacific Island countries through detailed design and then implementation process of country plans and results frameworks, including ensuring: social and environmental considerations are addressed; there is a focus on results in line with country sectoral strategies; implementation is; and risks are managed

Guiding, coaching and building capacity for financial, procurement, contract, and grant management for in-country activities

- Coach and support focal points in nominated countries to accurately and systematically develop, update, and report on costed workplans, maintain sound financial management practices, and procure goods and services in accordance with SPC policy

Ensuring quality stakeholder engagement and MERL for in-country activities

- Contribute to timely MERL, communications, engagement and visibility activities within the project to ensure stakeholder engagement, technical quality of delivery, and consideration of relevance, sustainability, effectiveness, efficiency, impact and coherence throughout the project cycle.

Supporting and advising on project coordination, management, and reporting

- Aid in the amalgamation of nominated country-level workplans, financial and narrative reporting into full project workplans/reports/registers

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

Key selection criteria

Qualifications

- A bachelor's degree from a recognised institution (or equivalent work experience) in a discipline relevant to project management, international development, natural resources management, climate resilience or disaster risk management

Technical expertise

- At least 8 years in project coordination/management position ideally in the Pacific region

- Strong understanding and experience in project management, including with: project-cycles; log-frames; financial forecasting and reporting; grant and contract management; MERL; and risk management
- Knowledge of procurement and financial management systems, and implementing projects across multiple currencies
- Experience with facilitating multi-stakeholder participatory, consultative, gender and social inclusion approaches to development, and mitigating adverse environmental impacts
- Experience in successfully building capacity through training, mentoring and coaching
- Experience in liaising and negotiating with Pacific Island countries

Language skills

- Excellent English communication skills (oral and written) with the ability to write for and report to a variety of stakeholder hierarchies to a high standard

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment

Salary, terms and conditions

Contract Duration – 3 years – subject to renewal depending on funding and performance

Remuneration – The **Project Implementation Officer, Building Safety and Resilience in the Pacific (BSRP) II** is a Band 9 position in SPC’s 2022 salary scale, with a starting salary range of 2,229–2,786 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,575–8,218 (USD 3,187–3,984; EUR 2,675–3,343). 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: 9 October 2022 at 11:59pm (Fiji time)

Job Reference: KK000036

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.

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

1. It is important that project activities are locally owned and solutions are locally appropriate. Describe three approaches you can adopt to achieve this in a regionally coordinated initiative.
2. Delivering on-the-ground climate change / disaster risk management actions in small remote Pacific Island countries brings many challenges. Based on your experience, identify the two most important challenges and how you would go about addressing them.
3. Provide a recent example of how you contributed to the successful implementation of a project, and the most important factors you considered in your monitoring of its success.
4. What key actions, systems and processes can support effective project, contract and financial management and reporting in a project involving multiple collaborating entities?