

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

*The Pacific Community (SPC) invites applications for the position of **Executive Office Manager** within its Office of the Director-General. This position will be located at its headquarters in Noumea, New Caledonia.*

## 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.

SPC and its secretariat shares the vision for our region adopted by Pacific Islands Forum Leaders under the Framework for Pacific Regionalism: Our Pacific vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy and productive lives. SPC's mission is to work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of the Pacific Islands' contexts and cultures.

SPC's headquarters are in Noumea, New Caledonia. Our other offices are the Fiji Regional Office in Suva, Fiji; the Micronesia Regional Office in Pohnpei, Federated States of Micronesia; the Melanesia Regional Office in Port Vila, Vanuatu; and a country office in Honiara, Solomon Islands.

**The role** – the **Executive Office Manager** is a key role in the Director General Office. The role coordinates the work of the Executive office and Senior Management Team and is responsible for the overall management of the Executive Director General Office. The Executive Office Manager is expected to manage the daily activities of the office and liaise with all external clients, ensuring a professional level of service and support to the Director-General and the Deputy Director-General (Noumea). The role will work under direct supervision of the Director General and in close collaboration with the senior leadership team for Divisions, Projects and Programme Support.

**The key responsibilities of the role include the following:**

### Manage daily activities of the Executive Office

- Managing the daily operations of the SPC Executive Office and acting as the focal point for information concerning Executive Office activities.
- Providing administrative and secretarial support to the Director-General and other members of the Executive Office, screening and redirecting inquiries where appropriate.
- Monitoring incoming requests to the Executive Office and ensuring a trackable system of necessary responses. This should be as automated and streamlined as possible to allow performance measurement of response times.
- Drafting routine correspondence, which may include undertaking desk or file research as required.
- Maintaining a calendar of appointments, meetings, travel missions and other events for members of the Executive Office, and implementing all associated organisational arrangements, including the provision of briefs.
- Managing all official correspondence to SPC member countries and territories, including circulars, recruitment notices and meeting announcements.
- Working closely with Chief Adviser in servicing the meetings of CRGA and Conference.

### Other duties as required

- Coordination and support to work of the ARC i.e.
- Arrange meetings within member countries when DG visits and liaise with official contacts on DG's programme when in country.
- Arrange programme of visits for consultants and high-level dignitaries when requested.
- Perform other duties as required by DG and members of the Executive Office.

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

## Key selection criteria

### Qualifications

- A tertiary qualification in Business Administration or related fields or equivalent experience.

### Technical expertise

- 14-15 years of experience with a minimum of 5 years in managing an executive office at tertiary qualification level.  
Or  
20 years of experience with a minimum of 10 years in managing an executive office at equivalent experience.
- Demonstrated ability to analyse and resolve problems in the daily operations of an executive office.

- Ability to prioritise work schedules and meet strict commitments and deadlines.
- Excellent knowledge of and experience with computers and modern systems of communication.
- Fully developed public relations skills.

#### Language skills

- Excellent written and oral communication skills for effective communication in English and in French.

#### Interpersonal skills and cultural awareness

- Demonstrated cultural sensitivity and awareness, and the ability to effectively work with stakeholders and team members from different cultural backgrounds.
- Strong understanding and appreciation of Pacific culture and ways of operating.

## Salary, terms and conditions

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

**Remuneration** – the **Executive Officer Manager** is a band 9 position in SPC’s 2022 salary scale, with a starting salary range of SDR (special drawing rights) 3,140-3,829 per month, which converts to approximately XPF 449,687-548,326 (USD 4,491-5,476; EUR 3,768-4,595). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

**Benefits for international staff employees based in New Caledonia** – SPC provides 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).

**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

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**Closing date:** 6 November 2022 – 11:00 pm Noumea time.

**Job Reference:** SH000185

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: (2.000 characters maximum per question)

1. What are the critical skills required for being successful in this role? Please explain why. Additionally, how do you see this role supporting the Director-General Office?
2. Describe two key achievements made in the past five years that are most relevant to the role of Executive Office Manager.
3. Provide an overview of an approach or approaches you have used to successfully support international summits like CRGA and/or Conference?