

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

The Pacific Community (SPC) invites applications for the position of **Project Development Officer (Climate Finance Projects)** within its Climate Change and Environmental Sustainability Programme. 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.

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 Project Development Officer (Climate Finance Projects) will provide technical support to SPC's Climate Finance Unit for the identification, development, design and implementation of climate finance projects and programmes, with a focus on Green Climate Fund projects. This includes engagement with, support and guidance to National Designated Authorities, line ministries, Direct Access Entities, Executing Entities and other country partners as well as support to the CFU, CCES and other SPC divisions as required.

The key responsibilities of the role include the following:

Technical assistance in the identification, development and design of climate finance projects including formulation of concept notes and funding proposals

- Support the identification of climate finance project ideas, including development and/or assessment of the climate rationale and Theory of Change (ToC)
- Support the drafting and/or enhance the quality of the climate rationale, ToC, logical framework, investment criteria, budget and procurement plans, and other key aspects of climate finance concept notes, funding proposals, readiness grants and associated documentation
- Support the organisation of project development meetings, workshops, consultations and in-country visits with relevant stakeholders
- Contribute to the development of Terms of Reference (ToRs)
- Help to secure funding from the GCF Project Preparation Facility (PPF) by drafting and reviewing PPF applications

Technical guidance and support in post-approval processes of climate finance projects

- Support in the monitoring and provision of relevant post-approval documentation from the GCF
- Support the negotiation and finalisation of Funded Activity Agreements (FAAs)
- Support development of materials, planning and logistics for inception workshops and project initiation
- Support drafting of ToRs for Project Management Units (PMUs) to be in alignment with project designs and facilitate recruitments

Support, guidance and training to NDAs and DAEs on accessing climate finance

- Provide technical support to NDAs and line ministries on requests related to climate finance, project development and GCF programming nuances
- Develop training materials and contribute to efforts to build NDA and DAE capacity through in-country and remote training, online webinars and other forms of engagement

Technical support and capacity building to CFU, CCES and SPC divisions

- Continually monitor and update the CFU on changes to GCF policies, requirements, templates, and processes related to GCF programming
- Continually monitor GCF standards and policies for changes that may impact SPC accreditation status and engage SPC divisions accordingly to initiate any necessary changes

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

Key selection criteria

Qualifications

- Bachelor's degree in development studies, business administration, climate change, environmental science or policy, or related discipline

Technical expertise

- At least 5 years of experience in project development and/or project management in the field of climate change or sustainable development
- Sound knowledge of climate change mitigation and adaptation issues in the Pacific and beyond

Language skills

- Proficiency in English (oral and written)

Interpersonal skills and cultural awareness

- Ability to work in a multi-cultural and gender-sensitive environment with team members from diverse cultural backgrounds
- Knowledge of Pacific Island countries and territories is an advantage

Salary, terms and conditions

Contract Duration – This vacant position is budgeted until 31 July 2025 and is subject to renewal depending on funding and performance.

Remuneration – the **Project Development Officer (Climate Finance Projects)** is a band 8 position in SPC's 2022 salary scale, with a starting salary range of SDR (special drawing rights) 2,850-3,467 per month, which converts to approximately XPF 408,167-496,426 (USD 4,076-4,957; EUR 3,420-4,160). 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

Closing date: 6 November 2022 – 11:00 pm (Noumea time)

Job Reference: AL000502

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. In your opinion, what are the major priorities for building resilience to climate change in the Pacific?
2. What would you say are the three largest challenges when developing a Green Climate Fund project for a Pacific country?
3. What do you think are the most important factors to consider during project design and why?