



Pacific  
Community  
Communauté  
du Pacifique

- **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 **Project Manager – Pacific Adoption of Waste to Energy Solutions (PAWES) Project** 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 (GEM) 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 Pacific Adoption of Waste-to-Energy Solutions (PAWES) Project sits within the Georesources and Energy Programme (GEP). The PAWES project is funded with the financial contribution of the European Union and the support of the Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS). It is being implemented by the Pacific Community (SPC) in close partnership with the Secretariat of the Pacific Regional Environmental Programme, the University of the South Pacific, the University of Papua New Guinea, national governments, civil society, and the private sector.

The PAWES overall objective is to enhance solid waste management and energy security in the Pacific region. With two specific objectives: this being firstly that; “national and subnational government entities are able to make informed decisions on developing a sustainable waste-to-energy sector”. Secondly, that “tertiary education institutions provide updated training and are able to perform state-of-the-art research on solid waste management, renewable energy technologies and waste-to-energy”. The five target beneficiary countries for this project are Papua New Guinea, the Republic of Marshall Islands, Samoa, the Solomon Islands and Tuvalu.

The role – **Project Manager – Pacific Adoption to Waste to Energy Solutions (PAWES) Project** will be responsible for the overall project management and delivery of the PAWES Project. The purpose of this role is to ensure the successful delivery of project activities within the remaining timeframe.

The key responsibilities of the role include:

### **Overall management and successful delivery of the PAWES project**

- Day-to-day management, implementation and coordination of all project activities; and ensuring project objectives are realized in accordance with the EU contribution agreement and the operational policies and procedures of SPC, and project beneficiaries.
- Lead and manage the PAWES Project team and technical expertise short term consultants.
- Coordinate the implementation of the project Monitoring, Evaluation and Learning (MEL) framework.
- Provide financial management oversight of the project by liaising regularly with GEM Division Finance staff.
- Prepare the project progress and annual reports and ensure finance reports are prepared and submitted on time.

### **Strengthening cooperation and coordination on waste-to-energy including the coordination of steering committee meetings, multipliers meetings and other meetings**

- Strategic leadership of the project at all levels, and development of close, strong working relationships with multipliers, key stakeholder organizations and donors.
- Effectively communicate regularly with key partners, including private sector, civil society and Government sectors.
- Establish and maintain close working relationships with other relevant agencies both within the Pacific Region and further afield and ensure the establishment of effective synergies among stakeholders.

## Coordinate the technical expertise and successful delivery of the work packages 1 to 5 of the PAWES Project

- Capacity strengthening of government entities in the application of support for evidence-based decision making in waste-to-energy.
- Collection and consolidation of data on solid waste management and renewable energy technology in the Pacific region.
- Promotion of cross-sectoral among government entities and the educational, research and private sector.
- Adapting and developing waste-to-energy training courses for tertiary education providers.
- Developing waste-to-energy solutions through tertiary education providers.

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

## Key selection criteria

---

### Qualifications

- A postgraduate degree from a recognized institution in a discipline relevant to project management, international development, or energy.

### Technical expertise

- At least 10 years of demonstrated experience in leading and delivering complex projects within a certain timeframe.
- 5 years' experience in working within a regional or international institutional environment either in the private or development sector.
- Demonstrated experience in successfully delivering projects, excellent people coordination skills, procurement, risk management, high level report writing skills and the provision of high-level advice to government and key stakeholders.
- A good understanding of log frames, monitoring evaluation and learning (MEL) along with capturing these into high level reports and impact not only for donors but also sharing this information with our stakeholders.
- Experience in leading projects in the Pacific with a good understanding of development projects or an energy background in particular waste-to-energy.
- Awareness of the FESRIP 2021-2030 and PICTs energy priorities.
- Demonstrated ability to prioritize and deliver timely and high-quality project outputs and outcomes.
- Demonstrated abilities in staff management and their performance evaluation.
- Excellent computer skills across necessary applications.

### Language skills

- Excellent English communication skills (oral and written).

### 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

**Remuneration** – The **Project Manager – Pacific Adoption to Waste to Energy Solutions (PAWES) Project** is a band 12 position in SPC's 2023 salary scale, with a starting salary range of 3,565–4,456 SDR (special drawing rights) per month, which currently converts to approximately FJD 10,516–13,146 (USD 4,777–5,971; EUR 4,525–5,657). 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: 3<sup>rd</sup> November at 11:59pm (Fiji time)**

**Job Reference: MC000083**

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.

**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. Please describe your experience in managing and delivering complex projects.
2. What are some of the waste management challenges in the Pacific Islands region?
3. How would you promote and support cross-sectoral collaboration in implementing the Pacific Adaptation to Waste to Energy Solutions project?