

- 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 Manager - Collection Innovations** within its Statistics for Development Division. 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 **Statistics for Development Division (SDD)** is based in SPC's headquarters in Noumea, New Caledonia. The division employs approximately 20 staff, all of whom are all based in Noumea. SDD's goal is to help the Pacific Island Countries and Territories achieve "highly competent and sustainable national statistics systems that meet national and international statistics needs for evidence-based policy, planning and monitoring." SDD has a regional statistical system leadership and coordination role; and also supports the region directly in data infrastructure, collection, statistical methodology, analysis and dissemination.

The role – the **Project Manager - Collection Innovations** will plan, coordinate and execute projects relating to innovations in statistics collections. This includes high level strategic and technical planning and advice; day-to-day management, coordination, and oversight of operations and finances; performance and quality control; supporting monitoring, evaluation, research and learning; and reporting to SPC and donors such as the World Bank. Stakeholder engagement and relationship management as well as technical competence in statistics are critical to success in the role.

The key responsibilities of the role include the following:

Ways of working

- Contribute as a team-member to the organisational or 'ways of working' objectives in the division business plan.
- Ensure projects managed by this role contribute to divisional data modernisation and to the divisional teamwork and good engagement.
- Contribute to improved use of resources available including financial management, procurement, and allocation of people to tasks.

Project Planning and Execution

- Manage project budget, scope and schedule as well as projects issues and risks effectively.
- Manage project variances and changes to plans and ensure these are approved by appropriate body.
- Establish and maintain a shared understanding of project success criteria with contributors and key stakeholders.
- Individuals work plans are influenced to ensure project goals and outcomes are met.
- Ensure procurements are undertaken in ways that contribute to results and comply with SPC and donor policies, processes and systems.

Monitoring, Evaluation, Reporting and Communication

- Develop and implement project monitoring and evaluation frameworks, performance indicators and data collection methods in collaboration with the Strategic Planning, Monitoring and Evaluation Adviser.
- Monitor progress against performance indicators and provide regular reporting for project donors and governance groups.
- Identify, document and share project achievements, lessons learned and best practices with relevant stakeholders
- Learnings are documented, stored, disseminated, etc. with effective knowledge management practices.
- Facilitate effective communication and collaboration with stakeholders to establish and maintain shared understanding of project goals and to drive success.

Financial Management

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

Technical Leadership

- Ensure the forward direction of projects meets technical needs for innovation.
- Identify needs, gaps, ideas, risks and opportunities relating to innovation in statistical collections and incorporate them into project planning and implementation.
- Monitor and manage the technical quality of activities delivered by staff and consultants.

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, statistics, economics or related field; or equivalent combination of degree and work experience

Technical expertise

- At least 10 years of relevant experience in project management, preferably in the development sector.
- 5 years of experience in a data or statistics related field.
- Knowledge of official statistics production principles and processes.
- Experience in monitoring and evaluation, including the development and use of theories of change, logical frameworks, performance indicators, monitoring and reporting against progress, and facilitating reflection, learning and adaptation with project stakeholders.

Language skills

- English language written and spoken communication.

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 until 31 December 2026 and is subject to renewal depending on performance and funding.

Remuneration – The **Project Manager - Collection Innovations** is a Band 11 position in SPC's 2023 salary scale, with 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). 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 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: 14 January 2024 – 11:00 pm (Noumea time)

Job Reference: CR000161

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. Describe a complex project you successfully managed from start to finish. What were the key challenges you encountered, and how did you address them to achieve the project's objectives?
2. How do you ensure effective communication and collaboration among project team members and stakeholders? Can you share an example of a project where your communication approach led to positive outcomes?

3. This is a dual role with a responsibility for technical leadership - including generating ideas, ensuring coherence, and controlling quality - as well as project management. What are some challenges associated with combining these two functions and how does your experience help address them?