



JOB DESCRIPTION

Job Title:	Project Manager - Managing Water Scarcity through Strengthened Water Resources Management
Work Unit:	Disaster and Community Resilience Programme, Geoscience Energy and Maritime (GEM) Division, Suva Regional Office
Responsible To:	Water Security and Governance Coordinator (WSGC)
Number of direct reports:	Up to 6 direct reports
Job Purpose:	The Project Manager will primarily be responsible for the overall project management and delivery of the <i>Managing Water Scarcity through Strengthened Water Resources Management</i> project (herewith referred to as the <i>Atoll Water Scarcity</i> project). This includes project management, procurement, team coordination, oversight of financial management, performance and reporting, risk management and the provision of high-level advice to participating Governments, partners and SPC. In doing so the Project Manager will lead project team members and work closely with selected SPC technical division staff, international, national and local development partners and national and local counterparts from participating countries. Strategic leadership and relationship development are critical to this role. The position is based in Suva, Fiji.
Date:	August 2020

Background:

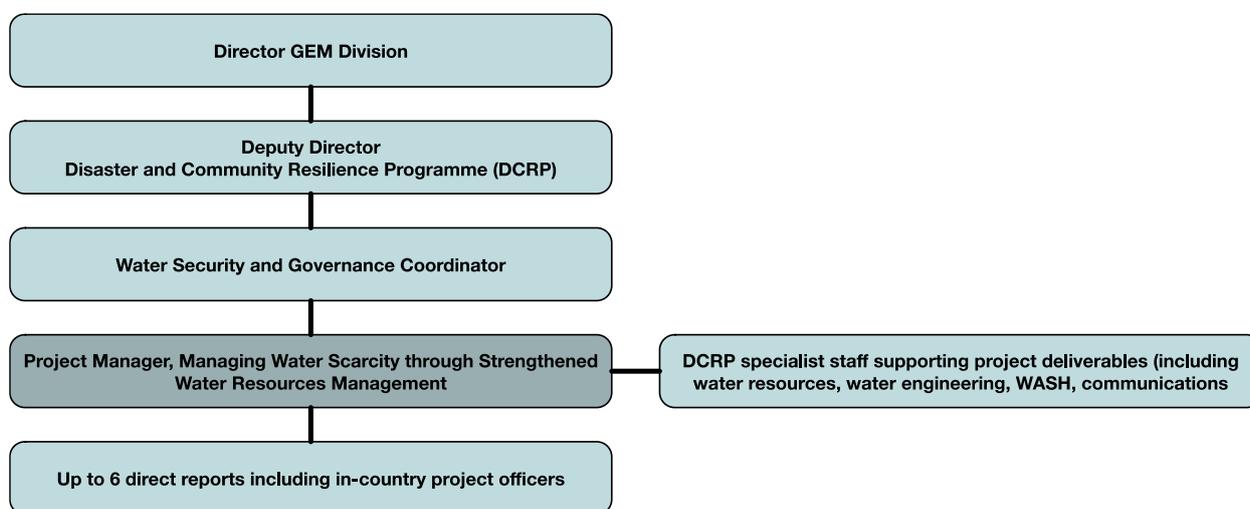
The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific island contexts and cultures. (<https://www.spc.int/>).

SPC recently brought together its efforts in disaster risk reduction and water and sanitation, along with relevant climate change adaptation and natural resource management initiatives, into an integrated Disaster and Community Resilience Programme (DCRP). Part of SPC's Geoscience, Energy and Maritime (GEM) Division, the DCRP was formed to better support our Member Countries achieve their sustainable development goals through evidence-based action and partnerships for resilience. By bringing these related areas together, the DCRP is focusing SPC efforts to support Member Countries to demonstrate strengthened resilience through integrated actions on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation. The DCRP delivers this work through a series of projects and programme funding, coming together through integrated programmatic delivery (<https://gem.spc.int/key-work/DCRP>).

One such project is the *Managing Water Scarcity through Strengthened Water Resources Management* project (also known as the *Atoll Water Scarcity* project). Funded by the New Zealand Ministry of Foreign Affairs and Trade (MFAT), this three-year project aims to deliver a programme of technical support tailored to address drinking water scarcity issues in targeted remote island communities, focusing on: infrastructure enhancement; optimisation of existing resources; and empowering communities to sustainably manage water resources. The Project will be implemented in each of the five atoll nations of the Cook Islands, Kiribati, the Marshall Islands, Tokelau and Tuvalu, with potential extension of activities to non-atoll countries with significant small and remote island communities facing similar water security challenges (with additional countries to be determined during first year design activities).

Organisation Context:

The overall supervision of the project will be the responsibility of the Deputy Director of DCRP under SPC's GEM Division with the support of the Water Security and Governance Coordinator (WSGC). The Project Manager will provide specialist support to ensure the effective coordination and implementation of the Project, and will report to the WSGC within the DCRP.



The goal of the Atoll Water Scarcity project is that Pacific communities have greater resilience to water scarcity through improved water resource management. The outcomes to be achieved/ progressed by the project are:

Long Term Outcomes

- Communities are less susceptible to water scarcity.

Medium Term Outcomes

- Communities can access and store sufficient water.
- Communities are protecting and maintaining their water resources and infrastructure.
- Communities are implementing plans to sustainably use water resources and monitoring risks.

Short Term Outcomes

- Communities have the infrastructure and capability required to access, collect and store water.
- Communities are aware of their water supply and demand, present and projected future.
- Communities have plans in place to sustainably manage their water resources.
- Communities are aware of the risks to their water resources.

In accordance with the Grant Funding Agreement (GFA) for the project, SPC is responsible for the delivery of the following outputs:

- **Output 1** – Establishment and maintenance of the human resources, systems and enabling environments needed for Activity implementation.
- **Output 2** – Preparation of agreed plans required to support the implementation of programme activities in each of the participating Countries and at the sub-regional level.
- **Output 3** – Consolidation and strengthening of knowledge and information systems needed to effectively and efficiently progress implementation of the Activity.
- **Output 4** - Implementation of agreed Country activities to address water scarcity in selected island communities in each participating Country.

The project will receive funding up to NZD 8.2M, and has an implementation period ending 30 June 2023.

Key Result Areas:

The position of Project Manager for the Atoll Water Scarcity project encompasses the following major functions or Key Result Areas (KRAs):

1. Overall coordination, management and delivery of the Atoll Water Scarcity project;
2. Provision of high-level expert advice and support to project beneficiaries, partners and SPC on project implementation; and
3. Strengthening sub-regional and national cooperation, coordination and communication on atoll water security issues and solutions.

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
KRA 1: Overall coordination, management and delivery of the Atoll Water Scarcity Project	
<ul style="list-style-type: none"> • Strategic leadership of the project at all levels and development of effective working relationships with country counterparts, donor representatives, partner organisations and other relevant programmes including those implemented by SPC. • Establishment and maintenance of the resources, systems and enabling environments needed for Project implementation, including the recruitment of necessary human resources and technical skills at the regional and national levels, establishment of necessary work teams and stakeholder networks, establishment and oversight of project financial management and reporting systems, and establishment of funding agreements required to support the participation of target Countries. • The day-to-day management, implementation and coordination of all Project activities, ensuring Project objectives are realised in accordance with Project Grant Funding Arrangement (GFA) and associated milestones, and with the operational policies and procedures of SPC, the donor and project beneficiaries. • Oversight and management of all funded services, supplies and equipment in accordance with procurement requirements of SPC, the donor and project beneficiaries. 	<ul style="list-style-type: none"> • Effective working relationships are established with country counterparts, donor representatives, partner organisations and relevant programmes. • Necessary systems and enabling environments established and maintained, including securing necessary human resources and technical skills. • Functional work teams and stakeholder networks are established and maintained. • Project activities are effectively implemented in accordance with the GFA results framework and relevant operational policies and procedures. • Funded services, supplies and equipment are secured and managed in accordance with relevant procurement requirements. • Terms of Reference are developed, contracts in place and consultants

<ul style="list-style-type: none"> • Preparation and timely submission of all progress reports and costed work plans required under the GFA. • Oversight of the monitoring and evaluation of project's implementation against the applicable targets stated in the Project Results Framework, including design of M&E plan, implementation of evaluation recommendations, and identification, recording and implementation of lessons learned. • Development and presentation of results reports and briefings to senior government officials, SPC management, development partners and stakeholders. • Full reporting of project outcomes and activities in SPC MEL systems, including preparation of project results stories and regular reporting of activities against SPC business plans and country programmes. • Provision of backstopping support to the management and implementation of other related water security projects withing SPC's Disaster and Community Resilience Programme as required. 	<p>are remunerated based on performance and deliverables.</p> <ul style="list-style-type: none"> • Progress reports and costed work plans completed and submitted in accordance with milestone dates. • Necessary results reports and briefings developed and presented. • Staff work plans and Performance Development System evaluations are completed effectively and on time. • A monitoring and evaluation plan is developed and effectively used over the course of project implementation. • Experiences and lessons learned are documented, shared and wherever possible incorporated into the ongoing management of the project and the design of future activities and projects.
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KRA 2: Provision of high-level expert advice and support to project beneficiaries, partners and SPC on project implementation

<ul style="list-style-type: none"> • Oversight of and support to the preparation of detailed plans required to support the implementation of Project activities in each of the participating Countries and at the sub-regional level, including development of agreed investment plans for the establishment of water security infrastructure and local capacity to manage and maintain these, and plans for effective stakeholder engagement, communications and behavioural change. • Support to the collection, consolidation, and strengthening of knowledge and information systems to enable local communities and national governments to sustainably manage water resources and address water scarcity, including compilation of physical, demographic and water security information at the local, national and sub-regional scales. • Support to the implementation of immediate priority Country activities, including: water resource assessments and scoping of community infrastructure options for improved, augmented or supplementary drinking water supplies; addressing immediate water security risks; extending rainfall monitoring networks; strengthening community-based monitoring and reporting; and 	<ul style="list-style-type: none"> • Detailed country-level investment plans developed to support the implementation of Project activities in each of the participating Countries and at the sub-regional level. • Plans developed for effective stakeholder engagement, communications and behavioural change. • Water security data consolidated and knowledge and information systems strengthened at the local, national and sub-regional scales to support decision making. • Immediate activities supported in participating countries. • Agreed longer-term Country activities in selected island communities coordinated and supported to address priority water scarcity issues and needs.
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<p>operationalisation of existing local-level management plans.</p> <ul style="list-style-type: none"> • Oversight and overall coordination of agreed longer-term Country activities to address water scarcity in selected island communities in each participating Country. 	
<p>KRA 3: Strengthening sub-regional and national cooperation, coordination and communication on atoll water security issues and solutions.</p>	
<ul style="list-style-type: none"> • Establishment of the project’s Regional Steering Committee, including development of agreed terms of reference (ToR) defining the RSC purpose, objectives, membership and meetings, and coordination and oversight of annual RSC meetings. • Determination of common and country-specific training needs and planning and facilitation of training activities delivered at the community, country and sub-regional level through a range of modalities. • Provision of opportunities for country participants to share and learn from experiences, including multi country learning activities. • Provision of support to SPC for the advocacy and implementation of SPC’s <i>Pacific Partnership for Atoll Water Security</i>, including support for Partnership knowledge sharing mechanisms and events, including through web-based learning and resource sharing. • Facilitation of effective communications between sub-regional, national, and community actors, stakeholders and development partners, including the establishment and maintenance of effective communication channels with participating Countries (including high-level liaison with Ministers, Permanent Secretaries and other senior government staff as required). • Support to SPC and Country participants on communication, advocacy and awareness needs in relation to specific project activities and water security issues in general, including the utilisation of a variety of modalities to support the effectiveness and sustainability of project activities. • Managing the effective liaison and promotion of networking between key stakeholders and other individuals involved in project implementation and between other relevant projects. 	<ul style="list-style-type: none"> • ToR established for Regional Steering Committee, and annual meetings successfully convened with effective country, donor and partner participation. • Priority training needs determined and training activities designed and delivered at the community, country and sub-regional levels through a range of modalities. • Effective opportunities provided for country participants to share and learn from experiences, including through multi-country learning activities. • Project activities support SPC’s Pacific Partnership for Atoll Water Security, including through skills sharing, learning events, and making available knowledge products and resources. • Effective communications facilitated between sub-regional, national, and community actors, stakeholders and development partners. • Effective communication channels established and maintained with high-level representatives of participating Countries. • A project communications plan is developed, effectively implemented and monitored, and support provided to SPC and Country participants on communication, advocacy and awareness needs.

Note: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Working across multiple countries, sectors, agencies and geographically remote island communities in ensuring delivery of result areas of the Atoll Water Scarcity project
- Managing a project budget of up to NZD 8.2M across multiple national implementation partners and involving multiple investment modalities.
- Working across diverse technical and operational networks in sectors with a role in water security, including water resources, disaster management, meteorological services and health.
- Coordinating and supporting the design and delivery of complex project activities, including technical assessments, consultations and infrastructure development, in remote outer islands.
- Balancing work required from country counterparts with the needs of other donor funded water security projects across the sub-region region
- Managing and delivering expectations of national, state and municipal counterparts, partners and implementing agencies requirements
- Coordinating and facilitating information exchange, networking and partnership building; management of consultants and both large and small work contracts
- Ensuring the sustainability of actions undertaken with carefull consideration of the unique cultural and environmental contexts of participating communities.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Senior MFAT Wellington office counterparts • National Ministers/Secretaries of participating agencies, including those dealing with water resources, disaster management, meteorological services and health. • Representatives of donor partners and funding agencies • Recipient communities across each of the five participating countries. • Non Government Organisations active in the maintenance of community resilience and water security. • Private sector actors. • Media (national and regional) • Consultants and firms • International organisations and CROP agencies. • Water security networks at the local, regional and international levels, including those interacting with the SPC's Pacific Partnership for Atoll Water Security. 	<ul style="list-style-type: none"> • Consultation, reporting and negotiation • Direct national and island council liaison • Service provision and support • Public relations • Strategic collaboration
<p>Internal</p> <ul style="list-style-type: none"> • SPC Senior Management • GEM Director, DCRP Deputy Director and Senior Management Team • SPC operations and management teams • Project staff 	<ul style="list-style-type: none"> • Reporting, liaising, facilitating, and coordination of project support and activities • Advice on any sensitive or problematic issues • Recruitment and staff issues; budgeting, procurement and financial reporting

<ul style="list-style-type: none"> Professional staff in GEM and other relevant SPC Divisions 	
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Level of Delegation:

The position holder:

- Routine Expenditure Budget: up to NZD 3.6 million (approx EUR 2.0M) on yearly basis
- Budget Sign-off Authority without requiring approval from a director: up to EUR 2,000 per commitment
- Does sign standard letters

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> A postgraduate degree from a recognised institution, and/or equivalent work experience, in a discipline relevant to project management, international development, engineering, meteorology, disaster management, and/or water resources management. 	<ul style="list-style-type: none"> Relevant additional qualifications in related fields, particularly where grounded in a Pacific context.

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 10 years in a similar project management position with complex multi-location, multi-beneficiary projects ideally in the Pacific Islands region. Thorough understanding of project management including project cycles, log-frames, monitoring and evaluation, and risk management Demonstrated experience managing a high volume and high dollar value procurement Excellent English communication skills (oral and written), including report writing and preparation of communicative presentation materials. Managing logistics in challenging and remote locations Demonstrated abilities in staff management and their performance evaluation 5 years' experience in working within a regional or international institutional environment 	<ul style="list-style-type: none"> Effective communicator and skilled in liaison and negotiation with Pacific Island countries Experience working in atoll environments Experience in managing development assistance issues in a small island context Understanding of water security and climate change challenges facing the Pacific region in the context of the existing complex multi donor, multi project situation. Experience in managing MFAT-funded projects For English speakers, a working knowledge of French, or for French speakers, a working knowledge of English. Working knowledge of any of the indigenous languages of the Cook Islands, the Marshall Islands, Kiribati, Tokelau and Tuvalu.

<ul style="list-style-type: none"> • Excellent interpersonal skills in a multicultural environment such as the Pacific Islands region • Excellent computer skills across necessary applications 	
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Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • High level project management skills • Sound analytical, technical and organizational skills • Excellent liaison skills especially in the Pacific environment • Knowledge of corporate affairs and budgetary processes
Advanced level	<ul style="list-style-type: none"> • Ability to lead a team, comprising professionals and administrative staff, as well as ability to work independently or as part of a team • Capacity building and mentoring • Skills in prioritisation, decision making, problem solving and management of risks • Financial management and procurement procedures • Excellent command of both written and spoken English required
Working Knowledge	<ul style="list-style-type: none"> • Computer literacy, particularly with Microsoft Office and related project management software
Awareness	<ul style="list-style-type: none"> • Awareness of water security, resilience and climate change issues in the Pacific Islands region • Familiarity with MFAT policies and reporting requirements

Key Behaviours

All employees are measured against the following Key Behaviours as part of their Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- Self-motivated
- Demonstrates cultural and gender sensitivity
- Ability to think and act on initiative
- Strong client orientation and continuous improvement mindset
- Highly motivated and strong affinity to teamwork
- Analytical and smart thinking – solutions oriented
- High work standards, good work ethic and positive attitude to work
- Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
- Performs well under pressure and strongly committed to work
- Positive attitude, excellent interpersonal skills, well organized, dependable and honest

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.