



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Project Implementation Officer
Work Unit:	Georesources, Energy and Maritime (GEM) Division / Ocean and Maritime Programme
Responsible To:	Coastal Analyst
Direct Reports:	None
Job Purpose:	The officer will be responsible for assisting the countries understand and assess technical and legal issues concerning the impact of climate change on vulnerable base points. The officer will work with countries and expert contributors to assess and design management options for vulnerable features. The officer will support the project manager in tracking, implementing, and evaluating project activities.
Date:	September 2020

Vision:

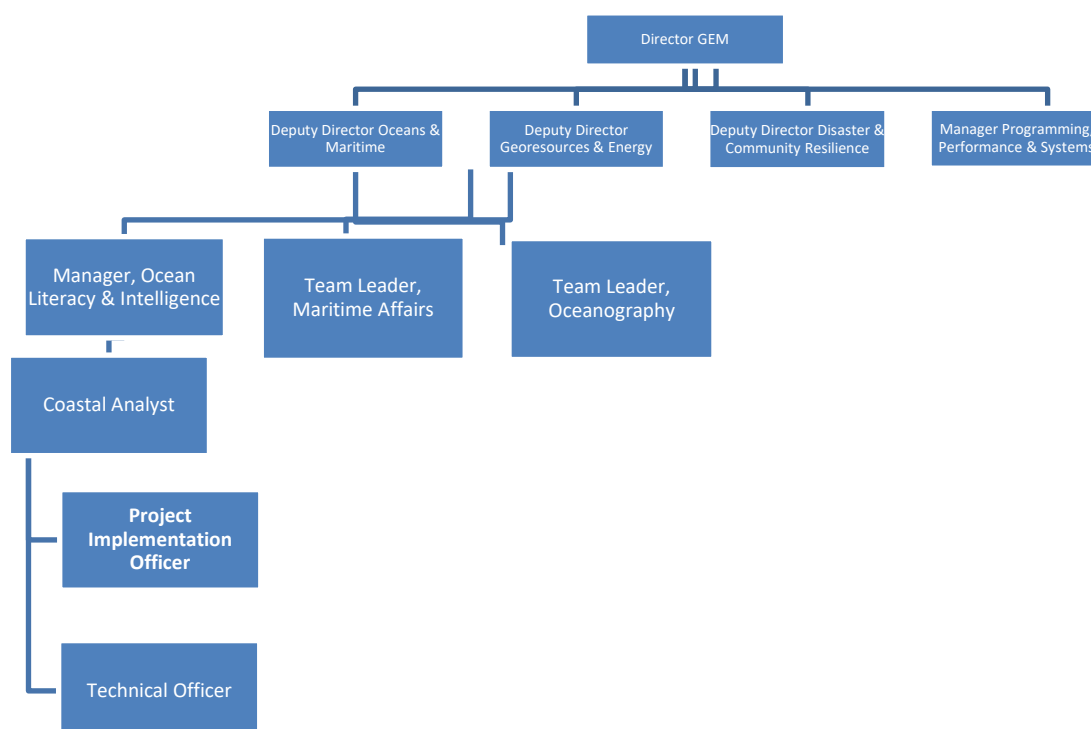
The Pacific Community is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 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.

Organisation Context:

The Pacific Community (SPC) is a regional organization assisting Pacific Island Countries and Territories to achieve their development goals by delivering technical, scientific, research, policy and training services. The SPC works across the region to assist member countries to better manage vulnerability and risks such as those associated with climate change, natural disasters and water security, including through the implementation of national and regional donor-funded projects.

One such project is the Australian funded 'Resilient Boundaries for the Blue Pacific' Project. This project aims to identify critical basepoints for the generation of Pacific countries' maritime zones that are most vulnerable to climate change related impacts. On occasion, the Project Implementation Officer may have to work across other projects and any such cross over work is recorded through monthly timesheets.

Organisation Chart:



Key Result Areas:

The position of Project Implementation Officer encompasses the following major functions or Key Result Areas:

1. Coordinate the development of legal strategies to minimise climate change impacts on maritime boundaries with regards to jurisdictional rights,
2. Design, coordinate and monitor risk assessments to assess climate change impacts and provide treatment options for vulnerable features,
3. Contribute to project management activities including internal planning and execution and external advocacy and communication activities.

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

Jobholder is accountable for	Jobholder is successful when
KRA 1. Legal strategies for maritime boundaries	
<ul style="list-style-type: none"> • Lead consultations to design, assess and develop legal options following the UN Convention of the Law of the Sea (UNCLOS) and other international guidelines • Assist country partners with national and sector consultations to strengthen measures and activities of the assessment • Prepare terms of reference for legal assistance and consultancy contracts • Oversee and finalise the preparation of project documentation outlining status and progress of activities and provide up-to-date information to support work planning • Evaluate and analyse data and information addressing legal issues together with project legal experts 	<ul style="list-style-type: none"> • Successful consultative meetings held to identify goals, outcomes and outputs • Requirements for assessments are identified and a workplan is developed • Terms of Reference are developed to inform consultancies • on-the-ground measures are selected and activities are scheduled • In-country and office work, or work by consultants or partners, is implemented and monitored as per agreed workplan • Assessments are successfully completed on time and within budget • Project documents are completed and presented to stakeholders and partners

<ul style="list-style-type: none"> • Identify the drivers and pressures that may be causing a change in legal opinion and support decision making to meet project needs • Assist with national and/or regional legal training 	<ul style="list-style-type: none"> • Stakeholder and partners use the knowledge to inform policy decisions • Capacity building activities are planned and completed
KRA 2. Risk assessments to inform treatment options	
<ul style="list-style-type: none"> • Assist with the recruitment of project staff and consultants and coordinate their activities and reporting. • Lead consultations to design and implement risk-based assessments following ISO standards and international guidelines • Collaborate with experts and partners to design risk assessments, including regional level assessments • Prepare terms of reference for technical assistance where required and provide up-to-date information to support work planning • Advise with the design of on-the-ground activities to inform the assessment • Coordinate field surveys to collect data and information for assessments together with project staff and partners • Collate, finalise and prepare data and information using risk-based methods • Using templates, analyses and interpret information to prepare detailed risk registers • Assist with national and/or regional technical training 	<ul style="list-style-type: none"> • Project staff are in place and regularly report on activities • Terms of Reference are completed using accepted risk assessment standards • Fieldwork is carried out safely and efficiently • Data collated is of high quality • databases are in place enabling decision making • Terms of reference for technical assistance prepared and consultants contracted • Financial and procurement plans and reporting are up-to-date • Assistance provided to the project team to ensure that the on-the-ground measures completed on time and within budget • Assessment reports are completed and presented to stakeholders and partners • Stakeholder and partners use the knowledge to inform policy decisions • Capacity building activities are planned and completed
KRA 3. Project management activities	
<ul style="list-style-type: none"> • Participate in and coordinate consultations with partners and in-country stakeholders to define and understand requirements and values • Track the delivery of project implementation, amend the schedules and budgets in project documents regularly • Assist with technical and peer-to-peer exchanges • Provide information and materials to ensure project visibility • Assist with the planning, design, delivery and reporting of steering committee and/or board meetings • Advise partners and actors of the financial policies and regulations that need to be used to support project activities • Finalise and prepare, together with the Project Manager, consultancies and financial arrangements • Establish and administer document and change control procedures and administer quality review and audit processes for projects • Collect actuals data and compile forecasts and set up/maintain project files and workplans 	<ul style="list-style-type: none"> • Project implementation is monitored and project documents are amended as required • Budgets are prepared and updated • Project plans for gender-sensitive/rights-based approaches, communications, and risks are updated • Opportunities for exchanges are identified and implemented • Monitoring and Evaluation documentation is prepared and updated at agreed intervals and relevant colleagues and partners are kept informed • Steering committee or board meetings are held and effective in achieving their goals • Cross-programmatic approach and interaction between teams is facilitated and information radiators are updated • Activities are in line with SPC's Rules and Regulations • Communication between team members and stakeholders is effective • All reporting requirements are met in an efficient and timely manner

<ul style="list-style-type: none"> • Assist with the compilation and update of project plans, work plans and team plans and produce project status reports • Contribute expertise in specialist tools and techniques (e.g. planning and control tools, risk analysis) • Contribute to and assist with project plans for gender-sensitive/rights-based approaches 	
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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:

- Ensuring partners understand the principles of a risk-based approach and maritime boundaries legal work
- Designing and delivering the on-the-ground measures to fit the project budget and timeframe
- Addressing the needs of the project actors and the targeted stakeholders and fully complying with SPC's Financial Regulations
- Delivery of project activities in remote, inaccessible outer islands
- Working across multiple agencies and multiple sectors in ensuring delivery of outputs
- Coordinating and facilitating information exchange, networking and partnership building

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External – <ul style="list-style-type: none"> ▪ Regional organisations, especially PIFS, and others e.g. University of Sydney and University of Bergen ▪ Donor –DFAT and other development partners ▪ National and sector government agencies ▪ National NGOs, civil society, private sector, women's and youth groups ▪ Recipient communities in the countries ▪ Media (national and regional) ▪ Consultants and firms ▪ Climate change and disaster risk management networks Internal <ul style="list-style-type: none"> • OMP Deputy Director • GEM Director 	<p>Consultation, reporting and negotiation Consultation</p> <p>Direct national liaison</p> <p>Service provision and support</p> <p>Public relations Strategic collaboration (research and extension activities)</p> <p>Reporting, liaising, facilitating, and coordination of project support and activities</p>

<ul style="list-style-type: none"> • SPC Operations and Management teams • Professional staff in GEM, SSD, SPL, CCES, RRRT • Existing OMP Teams, i.e. Maritime Boundaries and Oceanography teams 	
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Level of Delegation:

The position holder does not have budgetary sign-off.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
University degree in law of the sea, climate change, management, planning or related fields.	Post-graduate diploma, or higher in the same fields. Qualifications in project management, Geographic Information Systems

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 8 years professional experience working with Pacific island countries in areas relating to the law of the sea, especially maritime boundaries. • At least 4 years' experience working in regional/international organisations to design and deliver donor-funded projects in the Pacific islands. • Demonstrated experience with the implementation of multi-sector projects in a cross-cutting field such as climate change. • Excellent computer skills working with Microsoft Office. • Proven record of accomplishment in the monitoring and evaluation of project outputs. • Experience with multi-stakeholder participatory and consultative approaches including gender sensitive and rights-based approaches. • Excellent interpersonal skills in the multicultural environment of the Pacific Islands. • Excellent English communication skills (oral and written). 	<ul style="list-style-type: none"> • Experience of working with small communities in Pacific islands. • Experience with projects funded by the Australian government.

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">• Competency in designing and delivering Environmental and Social Impact Assessments activities in the coastal zone of Pacific islands.• Competency in participatory and consultative approaches, working with communities, and the adoption of gender sensitive and rights based approaches.• Experience with implementation of projects that also address risk-based approaches to coastal development in remote locations.• Experience with project management.• Capacity building and mentoring skills.• Efficient delivery of outputs and writing skills.• Ability to work under pressure.
Competency Advanced level	<ul style="list-style-type: none">• Effective communicator and a good listener.• Excellent written and spoken English.• Attention to detail.• Decision making skills.• Coordination and liaison.• Principles of procurement and financial management.• Analytical skills in prioritisation, problem solving and management of risks.• Computer literacy, particularly with Geographic Information Systems• Ability to deal with confidential information in a professional manner
Working Knowledge	<ul style="list-style-type: none">• Behavioural change methods.• Gender-sensitive and rights-based tools.
Awareness	<ul style="list-style-type: none">• SPC Regulations, policies and procedures.

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of 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.