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**JOB DESCRIPTION**

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| **Job Title** | Regional Director, Polynesia |
| **Division** | Operations and Integration |
| **Location** | Suva - *until the Office’s Host Country has been selected at which time the position-holder will be expected to relocate.* |
| **Line/Hiring Manager** | Deputy Director General, Operations and Integration |
| **Number of Direct Reports** | None |
| **Purpose of Role** | The purpose of this role is to lead the exploratory work on the establishment of SPC’s Polynesia Regional Office in collaboration with the SPC Senior Leadership Team and in consultation with the Polynesian Members including American Samoa, Cook Islands, French Polynesia, Niue, Pitcairn Islands, Samoa, Tokelau, Tonga, Tuvalu and Wallis and Futuna. |
| **Date** | August, 2021 |

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| **Organisational Context and Organisation Chart** |

The regional offices in SPC exists to support the delivery of SPC services across its membership. The intention of the sub-regional offices is to have a geographical focus and ultimately having more ‘localised’ expertise available across all SPC programmes.

At the SPC Conference held in Palau in 2005, SPC was instructed by Members to ‘move services closer to the people’ in the North Pacific given the remoteness and long distance and high cost travel required. The Micronesia Regional Office (initially called the North Pacific Regional Office, renamed in 2016) opened in 2006.

In 2016, the Director General upgraded the Solomon Islands Country Office into a Regional Office for Melanesia, based in Vanuatu, to cover the larger member states of Vanuatu, Papua New Guinea and the Solomon Islands. These three members represent over 90% of the Pacific’s population and landmass and have a substantial Exclusive Economic Zone (EEZ) area. The office is also the focal point for the relationship with the Melanesian Spearhead Group (MSG).

SPC currently engages across most of our Polynesian members through regional engagement and direct support to countries from projects and programmes delivered across the various sectors including partnership arrangements in collaboration with other CROP and development partner agencies. Most of the support provided target Cook Islands, Niue, Samoa, Tonga and Tuvalu, with notably less but important engagement in the French territories and minimal engagement with American Samoa and Tokelau. Most of these engagements are project based, some of which are coming to an end in 2020, 2021 or 2022 with some continuing beyond 2023.

SPC is exploring the feasibility of establishing a Polynesia Regional Office (PRO), an idea which has been in the pipeline for some time, but has re-emerged with COVID-19 as a priority demanding new ways of working and as SPC develops its Strategic Plan for 2021 and beyond. From SPC’s perspective, the creation of a PRO to gives effect to the following:

1. Bring balance to support across the three Pacific sub-regions - SPC has Regional Offices in Micronesia and Melanesia.
2. Strengthen integrated programming efforts and development of strategic approaches to country programming in Polynesian countries to increase sustainable development impacts for SPC members.
3. Creates opportunities for sub-regional projects, programmes and initiatives.
4. Support improved service delivery and coordination across partners and stakeholders in Polynesia.
5. Provide additional focused and tailored support to Polynesian members in the context of their unique cultures, development status and areas of common interest.
6. Closer collaboration and working relationships with the UN sub-regional office serving Tonga, Samoa, Cook Islands and Niue.

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| **Key Result Areas (KRAs):** |

*The performance requirements of the Key Result Areas are broadly described below:*

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| **Jobholder is accountable for (KRA Title and all subtasks in a KRA)** | **Jobholder is successful when (Success Measures)** |
| **KRA#1: Feasibility Study and Establishment of the SPC Polynesia Regional Office**  Leading the development of the feasibility study and business case for the SPC Polynesia Regional Office (PRO), in coordination with the Executive and broader Senior Leadership Team (SLT). If approved by Members, leading the work to establish the PRO in the selected host country. | * Conducted a cost benefit analysis for the Polynesia Regional Office (PRO). * Built a business case from the perspective of members and SPC for the creation of PRO. * Scoped opportunities for SPC with the creation of a PRO including, exploration of host country options and modalities; role of integrated programming in delivering services to Polynesian members; and developing a service delivery model for Polynesian members. |
| **KRA#2: Stakeholder Engagement and Relationship Management** | * Effective relationships maintained with Polynesian members. * Positive feedback from Polynesian members and the working group on the delivery by the PRO unit. * Sub-regional and regional events in Polynesia are effectively and efficiently organized and/or supported by the PRO Unit. * Systems and tools are in place to enable streamlined response to Polynesian member requests, systematic implementation, monitoring and reporting. |
| **KRA#3: Support SPC Service Delivery to Polynesia.** | * Developed approaches for service delivery to Polynesian members. * Supported the development and application of a country programming model for Polynesian members in collaboration with the Integrated and Country Programming Unit. * Collaborated with other Regional Directors to consolidate lessons and learning to inform service delivery approaches for members at a sub-regional level. |
| **KRA#4: Support and Advice to the Deputy Director General** | * The Deputy Director General is able to make informed decisions for PRO based on advice and access to relevant and timely information. * Timely and relevant information is shared with the Senior Leadership Team regarding progress on the PRO work. * The Deputy Director General has the information required to effectively engage at higher and strategic levels in support of the work programme for the PRO unit, in alignment with SPC’s strategic plan; and needs and priorities of members and partners. * Programme and project concepts, designs and proposals align with the needs and priorities of Polynesian members. |

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

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| **Most Challenging Duties Typically Undertaken (Work Complexity):** |
| * Building consensus and negotiating with members on relevant decisions. * Managing the diverse work programme of SPC in the region and ensuring appropriate prioritisation of work for SPC members and other clients in resource-limited situations. * Maintaining communication channels - ensuring open communication and transparency of processes between SPC and members and partners , with timely face-to-face briefing and updating opportunities, coordination and integrated approaches. * Maintaining good internal and external relationships. * Ensuring a balance across expectations and realities of members and SPC programmes and projects. |

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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**  Key external contacts are: Polynesian MembersStakeholders and Development Partners | Informing, planning, collaborating, seeking and providing advice, gaining support and cooperation on the creation of the PRO;Engagement and negotiations on the feasibility study for PRO and relevant issues. |
| **Internal**  Key internal contacts are: DG and DDGsOperations and Management DirectorateIntegrated and Country Programming UnitSPLDivisional Directors | Supporting leadership and decision making;Providing advice, briefs through monitoring and reporting;Gaining cooperation and reaching consensus on solutions;Programme support and collaboration on service delivery. |

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| **Level of Delegation:** |

The position holder:

* May authorise general expenditure as authorised under delegation from the Director-General
* Sign supplier contracts and agreements, as authorised under delegation from the Director-General.

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| **Person Specifications:** |

**Qualifications**

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| **Essential:** | **Desirable:** |
| * Masters level degree in development, public administration or any other relevant discipline from a recognized university, OR Bachelor’s degree in the above disciplines with 10 years of relevant experience. | * Qualification in business management and/or programme/project management from a recognised institution. |

**Knowledge/Experience**

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| **Essential:** | **Desirable:** |
| * Leadership and management skills, including demonstrated general management, people management and financial management skills. * At least 10 years’ experience in programme management, or development, with a proven record in strategic thinking and policy analysis. * Excellent communication and negotiation skills. * Familiarity with donor agencies and their requirements, and demonstrated resource mobilisation skills. * Good knowledge of the socio-economic and sociopolitical situation in the Polynesian countries and territories. * Ability to lead a team in a multi-cultural and gender sensitive environment. * Proficiency in English. | * Experience in a similar role in the Pacific region would be highly desirable. * Knowledge of monitoring and evaluation tools and system |

**Key Skills/Attributes/Job Specific Competencies**

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

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| Expert Level | * Development skills * Political awareness * Leadership and people management skills * Advocacy and networking, building strong relationships with others * Strategic awareness * Decision making and problem solving * Ability to represent SPC |
| Advanced Level | * Understanding of the contexts of the Polynesian countries and territories. * Cross-cultural skills and ability to work with team members from different cultural backgrounds. * Familiarity with donor's reporting requirements. * Ability to work with multiple divisions remotely to develop programmes. * Prioritization of tasks. * Follow up of actions and evaluating and reporting. * Adaptability. * Financial management. * Facilitating groups and meetings. * Ability to self-start, despite remote location. |
| Working Knowledge | * Change management * Computer skills * Conflict management |
| Awareness | * SPC corporate policy and administrative procedures. |

**Key Behaviours**

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

* + Building Individual Capacity
  + Change and Innovation
  + Interpersonal Skills
  + Judgement
  + Leadership
  + Promotion of Equity and Equality
  + Teamwork
  + Supervision/Management (for managers only)

**Personal Attributes**

* + High level of professional integrity and ethics
  + Friendly demeanor
  + Demonstrated high level commitment to customer service

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| **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 the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.