



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Deputy Director – Disaster and Community Resilience Programme
Division/Programme and Section/Project (if any):	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
Location:	Suva, Fiji
Reporting to:	Director GEM
Number of Direct Reports:	10 Direct Reports
Purpose of Role:	The position will oversee the people and programs in the DCRP in the thematic areas of climate and disaster risk management, water security, ecosystems and natural resources management. This involves providing high level leadership and management oversight, providing technical excellence across the thematic areas and functions of the programme, driving resource mobilisation and managing financial aspects of DCRP and integrated programming within and across GEM and SPC. This role will report to the Director GEM and work closely with the Directors Office, the Deputy Director – Oceans and Maritime Programme, the Deputy Director – Georesources and Energy Programme and the Oceans and Marine Observations team to achieve the intentions and aspirations as articulated in the SPC Strategic Plan 2022 – 2031, the GEM Business Plan 2022 – 2027 and member country and regional priorities articulated through various strategies, frameworks and plans including but not limited to the Framework for Resilient Development in the Pacific (FRDP).
Date:	October 2022

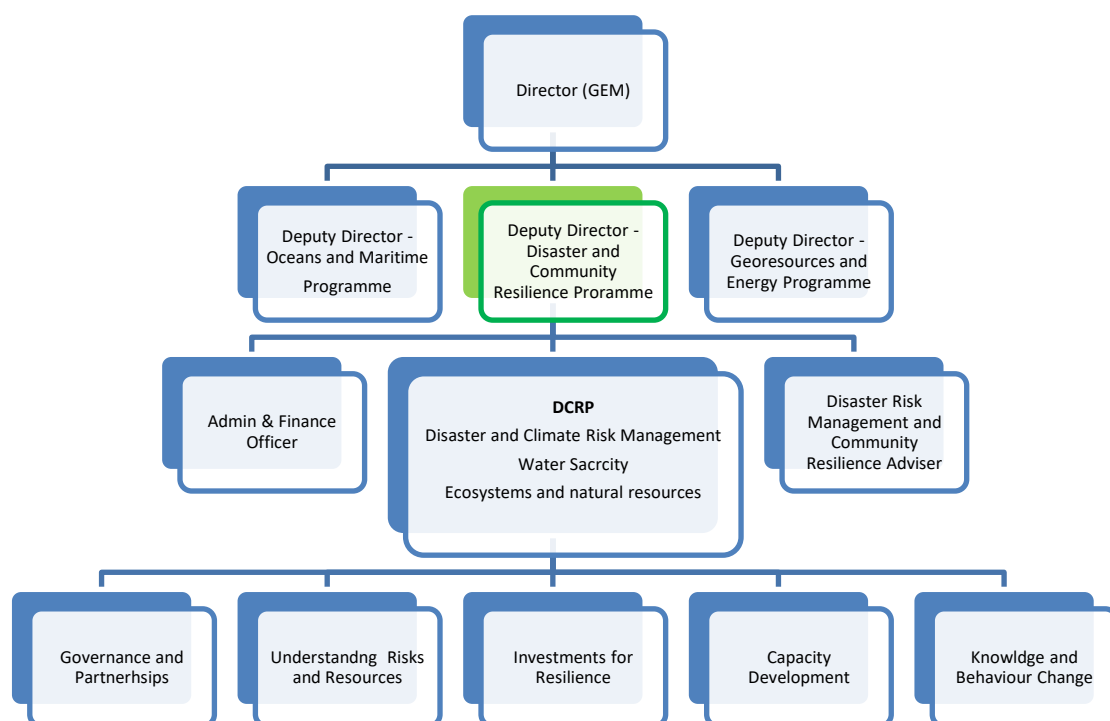
Organisational Context and Organisation Chart

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 27 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/>).

The GEM Division uses scientific and technical innovations to develop solutions that help overcome development challenges in the Pacific. GEM consists of four key technical programmes: Disaster and Community Resilience Programme (DCRP), Oceans and Maritime Programme, Georesources and Energy Programme, and Earth and Marine Observation Services.

SPC has 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>).

The Deputy Director Disaster and Community Resilience Programme will provide support/technical oversight to the Director and GEM-SPC team in achieving the strategic objectives of the division within the wider organizational context including coordination and communication with Directors and staff of other divisions in SPC.



Key Result Areas (KRAs):

The position of **Deputy Director – Disaster and Community Resilience Programme** will encompass the following Key Result Areas:

KRA 1: Leadership and Management (30%)

KRA 2: Technical excellence of Functions and outcomes of the portfolio (30%)

KRA 3: Resource Mobilization and Financial Management (20%)

KRA 4: Integrated Programming (20%)

Jobholder is accountable for	Jobholder is successful when
KRA 1: Leadership and Management	
<p>Provide people leadership, engagement, and operational guidance to contribute to the effective delivery of all projects within the technical programme.</p> <p>Design, implement and effectively deliver annual work plans and work plan reports for DCRP within budget and in accordance with established targets, results and outcomes.</p> <p>Develop guidance tools such as communities of practice, participatory workshops, learning events, templates, to enhance the project management capacity of the technical programme.</p> <p>Provide supervision of project level reporting and reviews to ensure Programme/project activities and budgets are executed in accordance with contractual requirements and approved budgets.</p> <p>Resolve operational and/or technical problems ensuring that monitoring, evaluation, reflection and learning (MERL) activities and methods and are incorporated into project implementation and service delivery.</p> <p>Ensure that audit, risk, and procurement management are effectively managed.</p> <p>Work with Director and Deputy Directors to ensure lessons learned from previous projects inform the plans of new projects/activities.</p> <p>Support and develop Scientific/programme staff through individual annual work plans, linked to the strategic outputs of the division.</p> <p>Conduct and manage ongoing staff performance and evaluations in accordance with SPC HR policy and procedure.</p> <p>Recruit and retain new staff with appropriate level of skills and experience as necessary ensuring effective induction into their departments/programmes.</p>	<p>High quality leadership, engagement and operational guidance provided to deliver projects within the programme.</p> <p>Accurate, regular, and timely advice is provided to the Director.</p> <p>Annual work plans and work plan reports for Scientific area are produced on time, within budget and in accordance with targets, results and outcomes.</p> <p>Guidance tools developed to enhance the project management capacity of the technical programme.</p> <p>High quality project level reporting and reviews provided.</p> <p>Effective resolution of operational and technical problems is ensured.</p> <p>Lessons learnt from previous project experiences are understood and included in the plans for new projects/activities.</p> <p>Scientific and programme staff roles and accountabilities are identified clearly, and team members are qualified, empowered, and confident to use their initiative within established frameworks, and work plans are linked to strategic outputs.</p> <p>Staff appraisals and performance development management of staff is performed in accordance with SPC policies and procedures.</p> <p>New staff with the appropriate skills and experience are recruited as necessary and effectively inducted into their departments and positions.</p> <p>SPC policies and procedures are understood and applied and risks are managed as needed.</p>

Maintain an awareness and understanding of any SPC policies and procedures or changes to such to ensure that they are appropriately applied; change is understood, and concerns are addressed.	
KRA 2: Technical excellence of Functions and outcomes of the portfolio	
<p>Provide technical leadership to develop the area of scientific and technical programming.</p> <p>Lead, coordinate and facilitate multi-stakeholder consultative approaches and forums to develop, negotiate and later evaluate and reflect on strategic/programmatic areas of work including at a high level for regional and national priority areas.</p> <p>Drive awareness of this capability with members and donors ensuring regional coordination and collaboration.</p> <p>Develop and maintain an integrated divisional work programme that focuses on technical and scientific priority areas of member countries and territories.</p> <p>Oversee and manage the outcomes of projects within the portfolio to deliver across the thematic and functional areas of DCRP and GEM</p> <p>Provide oversight of the technical quality of all project/programme outputs and deliverables in the DCRP.</p> <p>Undertake high-level strategic analyses of DCRP thematic areas and resilience activities in the Pacific; and identify human and institutional capacity gaps in key sectors.</p> <p>Use analysis to provide expert advice, briefings, and information products to senior government officials, SPC management, donor representatives and other stakeholders to inform the development, implementation and monitoring of appropriate risk-informed resilience activities.</p> <p>Facilitate access to expertise, and knowledge sharing within and between Pacific Island countries (and where relevant, with Caribbean and African countries), and promote Pacific-Pacific cooperation</p>	<p>Technical leadership is provided to develop areas of scientific focus.</p> <p>Consultative forums supported by DCRP are inclusive and allow for diverse voices to be heard</p> <p>Members and donors have a good understanding of SPC's areas of thematic and functional programming under this portfolio (e.g. Disaster Risk management/Disaster Risk reduction, water and sanitation etc.) and is the first choice for donors – reflected in project funding received.</p> <p>An integrated programme and divisional work programme is developed and maintained.</p> <p>Successful outcomes achieved are reported across the thematic and functional areas.</p> <p>All DCRP outputs of a high technical quality and achieve the desired outcomes.</p> <p>DCRP activity results are analysed and findings incorporated into programme adaptations, and the design of targeted regional and in- country support programmes where appropriate.</p> <p>High quality and informative briefings are provided to relevant senior government officials, SPC management, donor representatives and other stakeholders when required.</p> <p>Pacific-Pacific cooperation and knowledge sharing increases and Pacific Island countries have improved access to the DCRP expertise as a result.</p>

KRA 3: Resource Mobilisation and Financial Management	
<p>Contribute to, drive and support mobilisation initiatives with funding agencies and advocate for long-term funding support for the work of the division among the donor community.</p> <p>Explore new work opportunities that align to new / emerging development priorities of PICTs.</p> <p>Budget allocations within areas of responsibility are managed with appropriate costings in place; the strategic direction of budget allocations is consistent with Divisional priorities.</p> <p>The areas of scientific programming, audit compliance levels adhere to SPC and donor standards.</p>	<p>Resources are mobilised to deliver the work of the division's programme.</p> <p>Budget allocations are aligned with Division's strategic objectives and are well managed.</p> <p>New opportunities are sought that align to emerging development priorities of PICT's.</p> <p>Adherence to SPC Finance Policies and associated governance is maintained.</p> <p>No major report and audit issues occur, and all audit recommendations are resolved within agreed timeframes.</p>
KRA 4: Integrated Programming	
<p>Contribute to a culture of collaboration, integrated programming, and shared success.</p> <p>Learn from SPC 'better practices' to define programming approaches for the design, implementation and evaluation of programmes and projects that will contribute to long term development impact in the region.</p> <p>Investigate research and evaluate 'best practise' business processes to enable an integrated programming approach.</p> <p>Support and promote communities of practice, participatory workshops, learning events on programming policies to absorb the programming design approach into all potential opportunities across the technical programme.</p> <p>Identify strategic and development communications pieces through relevant channels to both documents, highlight and encourage the benefit of strong programmatic design into the technical programme.</p> <p>Work with the GEM MERL team and relevant SPC teams to Monitor and evaluate division reviews, programmes and projects post framework to establish the value and potential improvements, moving forward.</p>	<p>Integrated programming is planned and utilised to ensure effective delivery of sustainable development to PICTs is achieved.</p> <p>Transparency and visibility of integrated programming approach.</p> <p>Cross functional Engagement Committees are successfully utilised.</p> <p>Research is conducted to evaluate 'best practise' business processes to enable integrated programming approach.</p> <p>Support and promotion to workshops, learning events on programming policies is provided.</p>

<p>Create and facilitate learning spaces around programming through learning events to support integrated programming across the technical programme.</p> <p>Collaborate with the other technical programmes within the division and across SPC to ensure approach to programming is in accordance with SPC policy and procedure.</p>	
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The performance requirements of the Key Result Areas are broadly described below

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.

Most Challenging Duties Typically Undertaken (Complexity):

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> • This has a role a wide remit of technical and managerial accountabilities along with high-level policy/strategic advice and planning work. • The position holder must be versatile and flexible in addition to having experience in motivating staff to operate with and support an integrated programming approach. • Manage and provide scientific leadership for a complex, changing large and diverse range economic of programmes driving and facilitating cross cutting services in the division. • Managing competing demands of member countries and team workloads against timelines, all of which may be at odds with one another. • Negotiating the political, social, and cultural sensitivities of the various stakeholder groups in provision of services to member countries from a regional perspective. • Working effectively and efficiently within budget to deliver high quality services and finding ways to reduce costs and/or increase resources. • Making decisions on project or program direction and resource management that have long-term implications for the division and the technical programme.

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"> ▪ SPC Member Countries – at various levels including Ministerial ▪ PICT Governments and other national stakeholders ▪ CROP Agencies ▪ Regional and International Partners 	<ul style="list-style-type: none"> ▪ Providing Strategic sectoral advice to member countries and territories ▪ Developing strong and supportive networks ▪ Supporting the public sector across a range of Ministries within member Countries ▪ Provision of Policy advice

<ul style="list-style-type: none"> ▪ Consultants ▪ Donor representatives based both in Suva and overseas 	<ul style="list-style-type: none"> ▪ Principal focal point for development partner interaction, resource mobilisation and allocation in the delivery of services
<p>Internal:</p> <ul style="list-style-type: none"> ▪ Divisional Director – GEM ▪ Other GEM Deputy Directors and team leaders ▪ Other Divisional Directors and teams across SPC related scientific and programmatic areas of alignment across SPC ▪ Corporate and Support Services 	<ul style="list-style-type: none"> ▪ Providing Strategic and technical advice as pertains to the functional area of scientific Programming. Advising and reporting on activities and work programmes. ▪ Providing technical oversight and collaborating to facilitate new work practices ▪ Consulting and collaborating on integrated programming across the scientific function areas. ▪ Coordination and Communication DCRP and GEM areas of work ▪ Collaborating and facilitating integrated approaches to programmes and projects to best meet the requirements of Donors and member countries

Level of Delegation:

The position holder:

- Is responsible within the limits provided by the manual of delegations, under SPC delegation policies for that level of accountability and responsibility
- Has a significant degree of autonomy in liaising with senior stakeholders within and outside.
- Has a significant degree of planning own work
- Signs conference and operational letters, in addition, some financial reports within the limits of the SPC delegation policy as outlined in project agreements
- Liaises directly with representatives of PICTs climate change, planning and finance agencies on project management and financial reporting matters
- Can manage operational budgets totalling €10Million annually
- Can authorise costs in own budget as per the SPC Delegations Policy

Personal 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:
A Master's degree from a recognised institution (and/or equivalent work experience) in a discipline relevant to project/programme management, international development, natural resources management, climate or disaster risk management, water and sanitation.	Experience in one or more of the areas of scientific programming (Disaster and Climate Risk Management, Water and Sanitation). Management Qualification.

Knowledge/Experience

Essential:	Desirable:
<p>At least 15 years of demonstrated management experience in a public sector or research environment in managing science related resources or a similar field, including financial management.</p> <p>Demonstrated ability to lead strategically with a solid understanding of Programme Management.</p> <p>Demonstrated experience in relationship building and working with a wide variety of donors and development partners with awareness of their policies and procedures.</p> <p>Proven history of successfully building and leading multi-disciplinary teams, including people of different national and cultural backgrounds, and demonstrated ability to manage professional, technical, and program support staff in a team environment, ensuring everyone's role contributes to successful team outputs.</p> <p>Demonstrated experience of leading and coordinating high level strategic consultation processes for regional positioning across a relevant sectoral agenda.</p> <p>Proven ability to influence work collegially and in partnership with stakeholders and internal partners towards an agreed outcome</p> <p>Demonstrated skills and experience in continuous improvement and facilitating innovation across teams.</p>	<p>Practical work experience in a developing country environment preferably in the Pacific Island Region.</p> <p>Strong knowledge and understanding of technical and financial development partners operating in the Pacific within the scientific areas.</p> <p>For English speakers, a good working knowledge of French, or for French speakers, a good working knowledge of English.</p>

<p>Demonstrated experience in strategic resource mobilisation with development partners to address gaps and needs of priority areas.</p> <p>High –level verbal and written communication skills and the capacity to represent SPC at regional and international forums.</p> <p>Proven ability in project design, management, and reporting.</p> <p>Ability to work constructively to resolve issues, concerns, or differences of opinion.</p>	
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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	<p>Credibility in the relevant scientific field</p> <p>Good Management Disciplines</p> <p>Stakeholder engagement and communication</p> <p>Sound technical advice</p> <p>Able to think strategically and apply operationally</p>
Advanced level	<p>Integrated management</p> <p>Sound project management</p> <p>Risk management</p> <p>Prioritising and task coordination</p> <p>Efficient utilisation of project resources</p> <p>Adaptable to change</p>
Working Knowledge	<p>Sound analytical and organisational skills</p> <p>Monitoring and evaluation of project activities</p> <p>Knowledge of corporate affairs</p> <p>Good leadership, interpersonal and communication skills</p> <p>A high level of computer literacy</p>
Awareness	<p>SPC Policies and procedures</p> <p>Effective in multidisciplinary, cross-cultural environment</p> <p>Stakeholder awareness</p> <p>Confidentiality of information</p>

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

- Ability to think strategically and translate this into operational practices
- Strong People Leadership Capability with an ability to handle conflict situations between staff
- Ability to work collaboratively and innovatively towards achieving common goals
- Excellent motivation skills
- Adaptable to change
- Respect for SPC corporate values
- Resilience

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.