

JOB DESCRIPTION

Job Title:	Loss and Damage Funding Coordinator – Danish Funds
Division/Team:	Climate Change and Sustainability division (CCES)
Location:	Noumea or Suva
Reporting to:	Manager CCES & Coordinator flagship
Number of Direct Reports:	2
Purpose of Role:	<p>This role will be responsible for managing, planning, coordination, execution and reporting on the Loss and damage funding contributions secured through the Climate Change Flagship Programme (CCFP), supporting integration and cross-functional teams drawing on resources from the Pacific Community's (SPC) technical divisions. Specifically in the first instance this will include:</p> <ul style="list-style-type: none"> • Managing the Danish contribution of 5 M Euro to support Loss and Damage work in SPC as outlined in the GFA. • Coordinating with the Loss and Damage Advisor and relevant stakeholders to support strategic decisions on progressing the Loss and Damage dimension of the CCFP
Date:	December 2023

Organizational Context and Organization Chart

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 fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century, and work together with our members and achieve impact for Pacific people They support a transformation in our institutional effectiveness as part of SPC's Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific.

The **threat of climate change** demands SPC take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach of climate change, through a **Climate Change Flagship Programme (CCFP)**. This flagship seeks to enhance climate change services and capability in a more holistic, strategic, and cohesive way.

The CCFP aims to bring greater visibility to the breath of SPC's climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1:

“Resilience and Climate Action” which is at the centre of the new SPC Strategic Plan and should also help to more clearly define SPC’s value add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. The **Climate Change and Environmental Sustainability Programme (CCES)** is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC are also contributing.

The CCFP will be informed by SPC’s Strategic Plan, the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy, Pacific priorities in climate change negotiations and national policies.

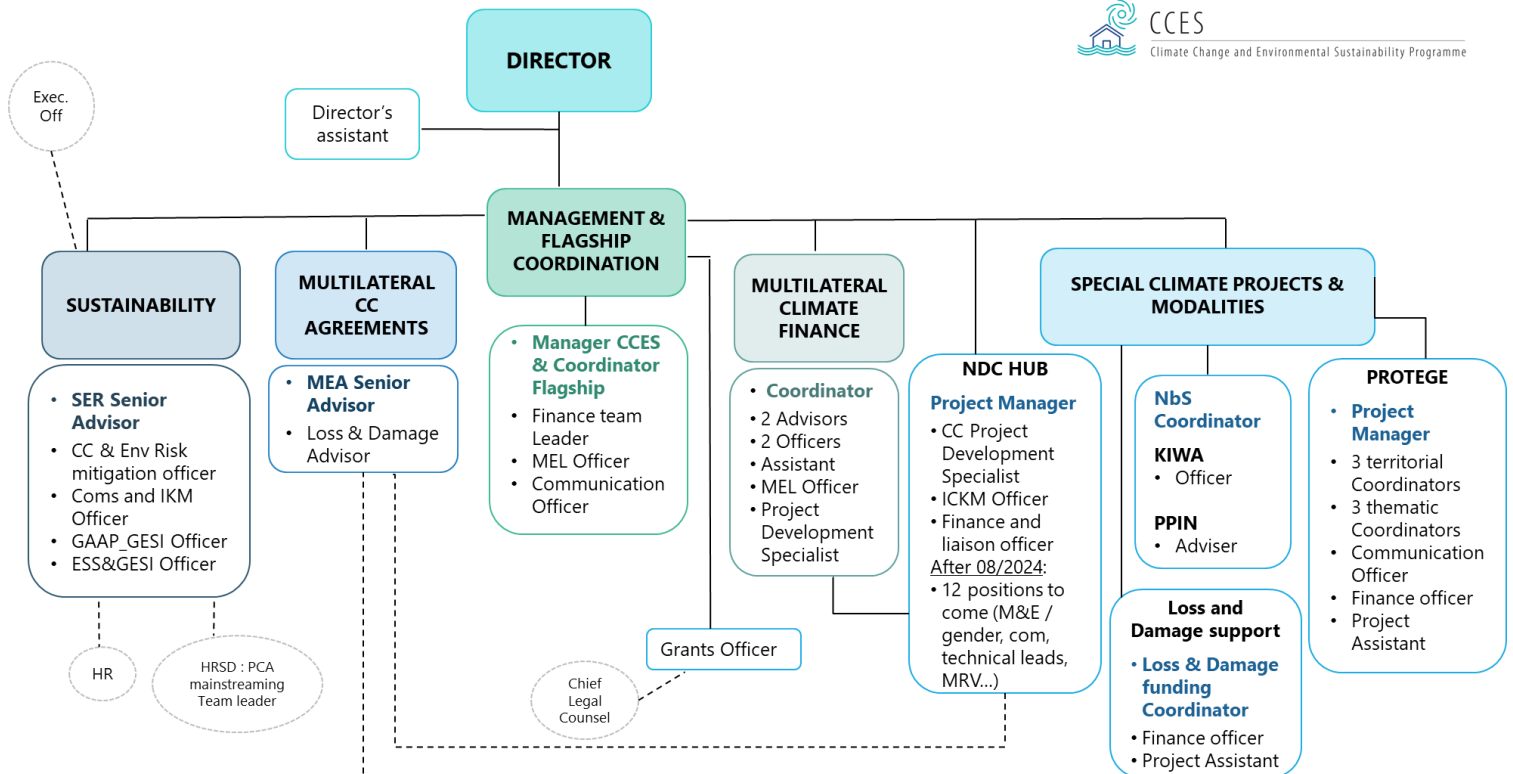
About the Role

The position of the Loss and Damage Funding coordinator works under the supervision of Director of Climate Change & Sustainability, and specifically under the supervision of the climate change flagship coordinator and in close collaboration with the Loss and Damage Adviser.

This position will work in close collaboration with all divisions involved in the loss and damage sector across SPC, as well as with key regional partners including CROP.

As a cross-cutting position, the Loss and Damage Funding coordinator will be responsible to design appropriate processes to design and implement a robust programme/project management process. The position will play a pivotal role in leading and coordinating collaborative efforts between SPC Divisions and external partners. The role’s responsibilities will encompass strategic planning, project/activity execution, resource management, and ensuring timely and successful deliverables. The Loss and Damage Funding coordinator will work closely with resource managers from teams to ensure adequate resourcing is available to deliver intended outputs.

By contributing to increase the understanding of what loss and damage looks like in the Pacific, and how this might be addressed, the role will directly support PICTs to better address loss and damage, facilitate access to resources from the international community and increase climate security in the pacific region.



Key Result Areas (KRAs):

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

Jobholder is accountable for	Jobholder is successful when
KRA #1: Project Management practice improvement 15%	<ul style="list-style-type: none"> • A culture of continuous improvement is embraced by CCES team. Project management strategies, processes and tools are regularly reviewed and refined to ensure their effectiveness. • Innovation and creativity are encouraged in project planning and execution across SPC, leading to increased efficiencies, improved communication and transparency that lead to project success and increased stakeholder satisfaction. • Adaptive management and agile methodologies, user-centric design, and data-driven decision-making are used in problem solving and project planning and implementation to increase collaboration, deliver working solutions, drive stakeholder engagement, and enhance understanding of user needs. • A culture of collaboration and knowledge sharing is fostered within the project teams and with project stakeholders leading to increased levels of engagement with Project Management practice improvement initiatives. • Practice improvement and effective change management helps CCES team achieve project success.
KRA #2: Funding for Loss and Damage Planning, management and execution 50%	<ul style="list-style-type: none"> • Funding Agreement budget, scope and schedule are managed and communicated effectively. • Project/Initiative issues and risks are managed and communicated effectively. • Approvals for grant variances and changes to plans are communicated effectively and approved by the appropriate governance body. • A shared understanding of success criteria is established and maintained with relevant team members and key stakeholders leading to solutions that are fit for purpose and delivering value to the intended audience/users/beneficiaries. • The Funding coordinator is able to influence individuals' work plans to ensure intended L&D goals and outcomes are met and relevant L&D needs and opportunities across SPC are supported. • Coordination of activities with stakeholders, including Pacific Island Government (PICs), regional and international development partners, and other relevant organizations, leads to increased engagement, trust, and confidence in the loss and damage funding SPC is managing and SPC's related capabilities. • Effective management leadership and support is provided across the loss and damage portfolio, including interaction with the Loss and Damage Adviser from the climate change negotiation team and with the climate change flagship manager, leading to project success and stakeholder satisfaction. • Steering committee/s are organised at least annually, and technical working groups established and active as necessary. • Support for resource mobilisation helps to secure additional funding and resources for SPC's work in loss and damage for the Pacific.
KRA #3: Monitoring, Evaluation, Reporting and Communication 15%	<ul style="list-style-type: none"> • Loss & damage monitoring and evaluation frameworks, performance indicators and data collection methods are developed and implemented in collaboration with the Strategic Planning, Monitoring and Evaluation CCES Adviser and aligned to the CCFP Results framework. • Monitoring of progress against performance indicators provides regular reporting for funders and project governance groups. • Impact stories are powerful and deliver clear articulation of the value add of L&D funding managed by SPC. • Project achievements, lessons learned, and best practices are identified, documented, and shared with relevant stakeholders.

	<ul style="list-style-type: none"> • Effective knowledge management practices are promoted by documenting, storing, disseminating, and integrating project learnings into current and new initiatives. • The Funding coordinator facilitates effective communication and collaboration with relevant stakeholders to establish and maintain shared understanding of L&D goals and drive success. • The Funding coordinator represents SPC in a positive manner at meetings, workshops, and conferences related to the relevant funds/investment.
KRA #4: Financial Management 20%	<ul style="list-style-type: none"> • GFA expenditure is managed well to ensure activities are implemented within budget and outcomes delivered on. • Timely reporting on expenditure and budget variances is delivered to relevant stakeholders. • Accurate and complete budgets and financial reports are developed on time and regularly updated throughout the project lifecycle. • Execution is compliant with donor financial and reporting requirements. • Coordination and regular communication with SPC finance, procurement and administrative staff is maintained to ensure smooth financial management of the project.

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):

<ul style="list-style-type: none"> • Leading cross-functional teams and leveraging matrixed reporting lines to deliver project outputs. • Managing multiple projects in environments that can have a high degree of volatility, uncertainty, complexity, and ambiguity. • Influencing SPC staff without having line of authority. • Communicating with and influencing a diverse range of stakeholders. • Leading project management practice improvement across CCES team. • Promptly responding to multiple, ad-hoc and concurrent requests for advice, inputs or expertise while pursuing agreed work priorities.
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Internal	
<ul style="list-style-type: none"> • Loss and damage Team (CCES). • Managers, programme leads, subject matter experts and staff from other SPC Divisions and integrated programmes. • SPC Corporate Services teams. • Executive and Senior Management teams. 	<ul style="list-style-type: none"> • Project management, coordination, and communication. • Using SPC systems and processes to procure and manage services delivered by consultants and service providers. • Encouraging and facilitating good project management practice for CCES projects.
External	
<ul style="list-style-type: none"> • Heads and staff of national climate change agencies, planning offices and other government ministries, departments, or agencies. • Regional (including SPREP) and international organisations, donors, and development partners. • Contractors, consultants, and service providers. 	<ul style="list-style-type: none"> • Ensure loss and damage project and other projects are implemented in accordance with the donor's requirements; provide regular progress updates. • Coordinate loss and damage project activities • Stakeholder management • Support CCES resource mobilisation initiatives, including the development of business cases with partners.

	<ul style="list-style-type: none"> Contract management and project delivery with external service providers, contractors and consultants.
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Level of Delegation:

Routine Expenditure Budget: *Responsible for the coordination, planning and prioritisation of the loss and damage budget (4.7 M euros over 3 years). Delegation remains with the Directors of CCES.*

Budget Sign off Authority without requiring approval from direct supervisor: 50 euros.

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:
<ul style="list-style-type: none"> Master’s degree in project management, public sector or business administration, loss and damage and climate change or related field; or equivalent combination of degree and work experience 	<ul style="list-style-type: none"> Current certification as a Project Management Professional or similar

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 10 years of experience in project management, preferably in the development sector. Experience in monitoring and evaluation, including the development of theories of change, logical frameworks, performance indicators, monitoring and reporting against progress, and facilitating reflection, learning and adaptation with project stakeholders. 	<ul style="list-style-type: none"> Experience working on loss and damage in developing countries. Experience working in the Pacific region. Experience in portfolio management with multiple projects Experience in Agile project delivery. Experience with modern project management software and tools in different organisational and project contexts. Experience in project management training, mentoring, and coaching.

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"> Ability to plan, implement, and monitor complex projects, including budget management and reporting. Ability to build and manage relationships with diverse stakeholders, including government officials, development partners, and other relevant organizations. Understanding of different project management methodologies and the appropriate contexts in which these methods can be employed. Understanding of project scheduling, critical path, and work breakdown structures.
Advanced level	<ul style="list-style-type: none"> Experience with agile methodologies, user-centric design, and data-driven decision making. Ability to gather requirements, perform analysis and translate stakeholder needs into detailed work packages.

	<ul style="list-style-type: none"> • Understanding of monitoring and evaluation principles and experience in developing and implementing project monitoring and evaluation frameworks. • Excellent writing, presentation, and communication skills. • Ability to facilitate workshops and deliver training to diverse audiences.
Working knowledge	<ul style="list-style-type: none"> • Knowledge of Pacific region loss and damage issues and development challenges. • Knowledge of international negotiations on loss and damage. • Mission and goals of the climate change flagship, and climate change Offices in SPC's member countries. • Understanding of the software development lifecycle.
Awareness	<ul style="list-style-type: none"> • SPC rules, policies, and procedures. • Cultural sensitivities and communication protocols across diverse regions and countries. • The importance of gender equality, social inclusion, and human rights in climate change.

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

- Strong leadership skills to inspire and lead teams to achieve project success.
- Effective communication skills, with excellent written and verbal English.
- Strong problem-solving skills with the ability to identify and address challenges and make well-informed decisions.
- Excellent time management and ability to prioritise tasks and meet deadlines efficiently.
- Adaptability and ability to embrace change and adjust project plans as needed.
- Decisive in making timely and well-considered decisions.
- Ability to manage and build positive relationships with stakeholders for successful collaboration.
- High levels of emotional intelligence, demonstrating empathy and managing emotions to handle conflicts and communicate effectively.
- A strong and respectful understand of Pacific Islands contexts and cultures particularly as they relate to the sensitivities of both economic and non-economic loss and damage in the region.
- Ability to foster collaboration, teamwork and cooperation among team members and stakeholders.
- Resilient and able to maintain focus and enthusiasm while overcoming setbacks.
- Strong negotiation skills and the ability to skilfully manage conflicts and changing requirements.
- Can identify and mitigate project risks proactively.
- Professional integrity, honesty and ethical behaviour that builds trust and credibility.
- Is customer focused and can deliver projects that meet client needs.
- A continuous learning mindset that embraces ongoing improvement and stays current with industry trends.

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.