



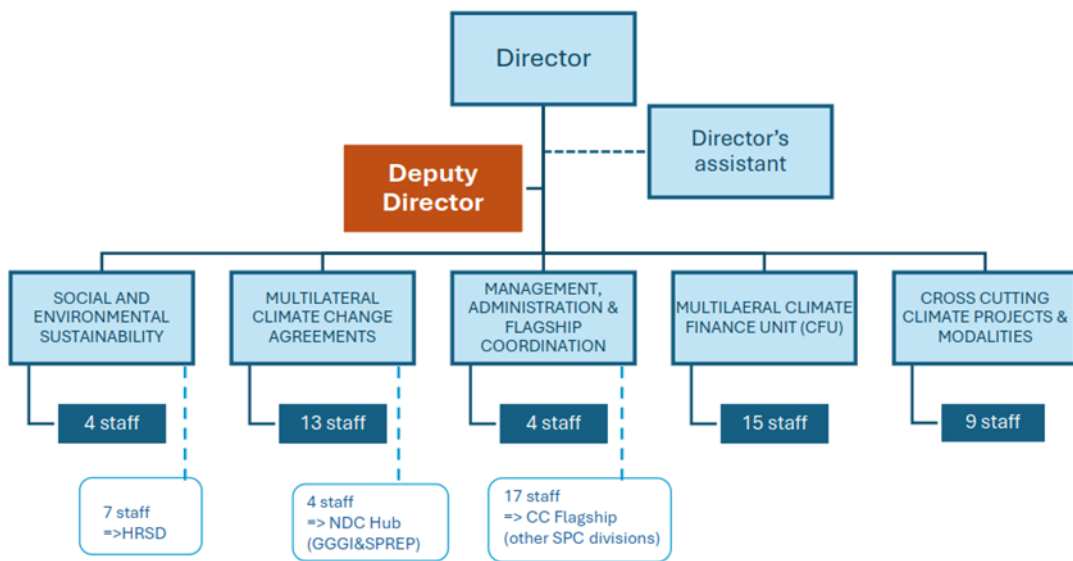
JOB DESCRIPTION

Job Title:	Deputy Director, Climate Change & Sustainability
Work Unit:	Climate Change and Sustainability
Reports To:	Director, Climate Change and Sustainability,
Location:	Noumea or Suva
Responsible For:	Up to 6 direct reports, with significant matrixed coordination responsibility across SPC.
Job Purpose:	<p>To provide support to the Director of Climate Change and Sustainability in the effective management of the Climate Change and Environmental Sustainability Division and associated leadership role in the SPC Climate Change Flagship.</p> <p>Specifically, the Deputy Director will:</p> <p>Contribute to the continued successful operationalisation of the “One SPC” Climate Change Flagship, and effective management of the Climate Change and Environmental Sustainability (CCES) team, in particular through:</p> <p>(a) providing high level leadership support and management oversight; (b) ensuring technical and operational (including financial management) excellence across the thematic areas and functions of the programme; (c) ensuring integrated programming within and across CCES and (as appropriate) CCES and SPC; (d) ensuring effective planning, monitoring, evaluation and learning outcomes; and (e) supporting resource mobilisation.</p> <p>This role will report to the Director of Climate Change and Sustainability, work closely with the Climate Change Flagship Coordinator, and oversee the Team Leaders, Thematic Leads, and the Programme Coordinators, to achieve the climate change priorities of members as captured in the SPC Strategic Plan, Climate Change Flagship and the CCES Business Plan.</p> <p>Collaborate with member countries and territories, CROP agencies, International and regional partners within the areas of climate change and environment.</p>
Date:	January 2025

Organisation Context:

The SPC Climate Change and Environmental Sustainability Programme (CCES) was set up in January 2016 to strengthen and streamline its climate change initiatives. It leads the coordination of the SPC Climate Change Flagship, supporting the mainstreaming of climate action across SPC including the mobilisation of climate finance to support this effort. In addition, the CCES leads the work of SPC in relation to leveraging climate finance; supporting climate change multilateral agreements; managing cross cutting climate change initiatives; coordinating the Social and Environmental Responsibility policy (SER) of SPC; and coordinates and liaises with relevant regional and international partners and organisations related to climate action and sustainability.

Climate Change and Environmental Sustainability



Key Result Areas (KRAs):

The position of **Deputy Director – Climate Change and Sustainability** will encompass the following Key Result Areas:

- KRA 1: Leadership and management (20%)
- KRA 2: Planning and operational excellence (25%)
- KRA 3: Resource mobilisation and Effective Financial management (25%)
- KRA 4: Planning, Reporting, Monitoring, Evaluation and Learning (15%)
- KRA 5: Integrated Programming (15%)

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

Jobholder is accountable for	Jobholder is successful when
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<p>KRA 1: Leadership and management (20%)</p> <ul style="list-style-type: none"> • Represent the Director as needed in their absence • Ensure the Director is accurately informed of critical management and leadership issues and propose solutions • Provide guidance and support that informs and address SPC’s agenda on climate change • Promote a corporate SER culture of environmental and social responsibility and sustainability • Contribute positively to collective decisions at the management and executive level as needed, ensuring that issues of climate change and environmental sustainability are taken on board and mainstreamed in the organisation • Provide climate change and/or sustainability leadership positions and pieces of advice in high level, donor coordination or multi-agency meetings as required • Provide people leadership, engagement and operational guidance to contribute to the effective delivery of all projects within the technical programme 	<ul style="list-style-type: none"> • CCES’s Leadership role on climate change and sustainability is consistently represented. • SPC Climate change work throughout the organisation is well coordinated and integration is being facilitated. • Concise briefs on current climate change issues are provided to the Director and information is provided for reports and presentations as needed. • Climate change concerns are addressed throughout the organisation (both in programs and operations) • SER practices and safeguards are mainstreamed in operations and programmes
<p>KRA 2: Planning and Operational Excellence (25%)</p> <ul style="list-style-type: none"> • Lead the operations, of the CCES Division in line with administrative and fiduciary policies and procedures • Oversee the human resource workforce development, succession, and planning of the CCES team • Support, build and sustain a motivated team, and foster a positive team culture • Provide people leadership, engagement, and operational guidance to contribute to the effective delivery of all activities within the CCES team. • Oversee coordination, and operations of the SPC Climate Change Flagship, and foster cross divisional business systems to support through oversight and guidance to the relevant staff in CCES and SPC. • Ensure adequate reporting as well as monitoring & evaluation of the Flagship’s results and achievements • Support and monitor the preparation, elaboration, implementation and closure of initiatives and projects within the Flagship and division, minimizing risks for the organisation, communicating on results, ensuring stakeholders; participation and adequacy to the needs of SPC members 	<ul style="list-style-type: none"> • Adequate knowledge management, information, reporting, and communications systems are in place and working. • Administrative and fiduciary policies and procedures are accessible and well understood by the team. • Knowledge management and information, produces and effectively distributes information materials; • The Flagship enables recruitment and retention of staff with an appropriate mix of expertise to implement its work programmes; • Programme Staff perform with satisfaction • Good team culture is fostered • Reporting requirements to CRGA, Conference and other relevant partners (including the GCF and Adaptation Fund) are met • The Flagship displays a healthy Project Cycle Management.
<p>KRA 3: Resource mobilisation and effective Financial management (25%)</p> <ul style="list-style-type: none"> • In close collaboration with the Director and relevant stakeholders develop and pursue climate change programme and multi-agency funding opportunities as needed. • Facilitate sound budgetary planning for CCES, and work with Team Leader Finance, to monitor spending and disbursement, identify financial risks and opportunities, and ensure proper financial accountability and literacy • Ensure partners are satisfied with the use and effectiveness of their funding • Maintain close and strong engagement with the GCF and other climate finance partners 	<ul style="list-style-type: none"> • Director is well appraised of resourcing needs for the division in timely manner. • Funding for at least one major project is approved each year (as appropriate) • Expenditure remains within budget. • A well considered and balance climate change project portfolio is maintained both for SPC and members using SPC as an accredited entity • Collaboration with other CROP and accredited entities servicing the region is well managed and clearly visible to members. • Overall climate funding is increased and or commensurate with needs identified at SPC

<ul style="list-style-type: none"> Oversee the development of project and programme proposals in line with donor requirements and members' needs 	<ul style="list-style-type: none"> Engagement Plan with the GCF is updated and monitored, Prioritisation Committee informed and engaged, accreditation renewed, and relationship enhanced Climate Finance Unit is strengthened in capacity and quality of delivery Project reporting is completed as required by the donors and project reviews and evaluations are favourable.
<ul style="list-style-type: none"> KRA 4: Planning, Reporting, Monitoring, Evaluation and Learning (15%) Oversee Flagship and CCES reporting and MEL Foster effective internal and external communications Maintain strong links with Climate Change ministries, NDAs and officials in member governments and territories Maintain strong linkages with other CROP agencies and accredited entities and partners that deliver results to members in the area of climate change and environmental management Maintain and develop SPC's network of international partners active in climate change to complement SPC strengths and help deliver results to the countries and territories Participate in useful coordinating arrangements and multi-donor/partners programmes for effective delivery of services to the countries and territories Ensure alignment of the CCES work programme with the SPC Strategic Plan and relevant SPC activities including the Flagship programmes 	<ul style="list-style-type: none"> Work effectively involves other technical Divisions and support services. SPC has a good working relationship across CROP agencies in relation to work on Climate Change including through the OneCROP. Agreements and joint projects are implemented with other international agencies and NGOs; Appropriate arrangements for meetings and coordination of multi-agency projects are maintained Requests of member countries and territories are responded to and addressed as appropriate. SPC is represented appropriately in international, regional and national climate change conferences, meetings and other forums. Good working relationships are established with PSIDS Chair and focal points and AOSIS as required to support climate action priorities of the region.
<p>KRA 5: Support Integrated Programming and joint initiatives (15%)</p> <ul style="list-style-type: none"> Contribute to the cross-divisional integration efforts and initiatives and ensure that the Programme is well placed to respond and contribute to multisectoral approaches Support Director in leading change in the organisation, developing corporate policies and plans, enhancing overall performance and promoting a culture of sharing and learning Representing SPC at regional and international fora, as appropriate, and communicate effectively to media and partners Support new approaches or partnerships to enhance results by improving organisational culture, systems, and/or division programmes and services. Constructively support better understanding of the connections between climate change and other regional and international issues that SPC works across. 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 	<ul style="list-style-type: none"> The division is responding and contributing to multisectoral approaches Change is led to enhance overall operations SPC is well represented, and partnerships are enhanced at regional and international fora Connections between climate change and other regional and international issues that SPC works across is made.

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:

- Wide remit of technical, operational and managerial accountabilities along with high-level policy/strategic advice and planning work.
- Be versatile and flexible in addition to having experience in motivating staff to operate with and support an integrated programming approach.
- Manage and provide technical leadership for a complex, changing large and diverse range 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 programme 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 • Consultants • Donor representatives based both in Suva and overseas 	<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 PICTs • Provision of policy advice • 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 – CCS • Flagship Coordinator and Team Leader Finance • Technical Team Leads • Programme Coordinators • 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"> • Contribute to discussion and agreement on organisation-wide issues; briefing on climate change issues • Planning and review of activities & work programmes. • Advice on any sensitive or problematic issues • Recruitment and staff issues; budgeting and financial reporting • Providing technical oversight and collaborating to facilitate new work practices • Consulting and collaborating on integrated programming across the organisation. • Coordination and communication. • Collaborating and facilitating integrated approaches to programmes and projects to best meet the requirements of donors and member PICTs.

Level of Delegation:

Overall budget managed by the role: Manages annual budget totalling up to € 7 million.

Budget sign off authority without requiring approval from direct supervisor: Up to € 45,000 of costs in own budget.

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:
<ul style="list-style-type: none"> • Master’s degree from a recognised institution (and/or equivalent work experience) in a discipline relevant to project/programme management, science, resource management, climate change, sustainable development or related or equivalent body of knowledge and experience 	<ul style="list-style-type: none"> • Qualifications in one or more of the areas of CCES focus. • Management qualifications.

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 15 years in a public sector or development leadership and/or management position ideally in the Pacific Islands region. • Demonstrated experience in relationship building and working with a wide variety of donors and development partners with awareness of their policies and procedures. • 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 programme support staff in a team environment, ensuring everyone’s role contributes to successful team outputs. • Demonstrated ability to lead strategically with a solid understanding of Programme Management, preferably in the development sector. • Demonstrated experience of leading and coordinating high level strategic consultation processes for regional positioning across a relevant sectoral agenda. • Proven ability to influence work collegially and in partnership with stakeholders and internal partners towards an agreed outcome. • Demonstrated skills and experience in continuous improvement and facilitating innovation across teams. • High –level verbal and written communication skills and the capacity to represent SPC at regional and international forums. • Proven ability in project design, management, and reporting. • Ability to work constructively to resolve issues, concerns, or differences of opinion. Demonstrated 	<ul style="list-style-type: none"> • Practical work experience in a developing country environment preferably in the Pacific Island Region. • Strong knowledge and understanding of technical and financial development partners operating in the Pacific within the education sector. • For English speakers, a good working knowledge of French, or for French speakers, a good working knowledge of English.

skills and experience in continuous improvement and facilitating innovation across teams.	
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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"> • Credibility in the relevant technical field • Good management disciplines • Stakeholder engagement and communication • Sound technical advice • Able to think strategically and apply operationally
Advanced level	<ul style="list-style-type: none"> • Integrated management • Sound project management • Risk management • Prioritising and task coordination • Efficient utilisation of project resources • Adaptable to change
Working Knowledge	<ul style="list-style-type: none"> • Sound analytical and organisational skills • Monitoring and evaluation of project activities • Knowledge of corporate affairs • Good leadership, interpersonal and communication skills • A high level of computer literacy
Awareness	<ul style="list-style-type: none"> • SPC policies and procedures • Effective in multidisciplinary, cross-cultural environment • Stakeholder awareness • Confidentiality of information

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.