



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title: Project Officer

Work Unit: Partnerships, Integration and Resource Mobilisation (PIRMO)

Location: Noumea, New Caledonia

Responsible To: Business Development Manager

Responsible For: 0

Job Purpose: The Project Officer will provide technical support to successfully mobilise Unlocking Blue Pacific Prosperity (UBPP). Under the Unlocking Blue Pacific Prosperity, he/she will support planning, implementation, monitoring and reporting of project activities. The Project Officer will also provide operational support to PIRMO more broadly and engage and maintain positive working relationships and excellent customer service with PIRMO stakeholders.

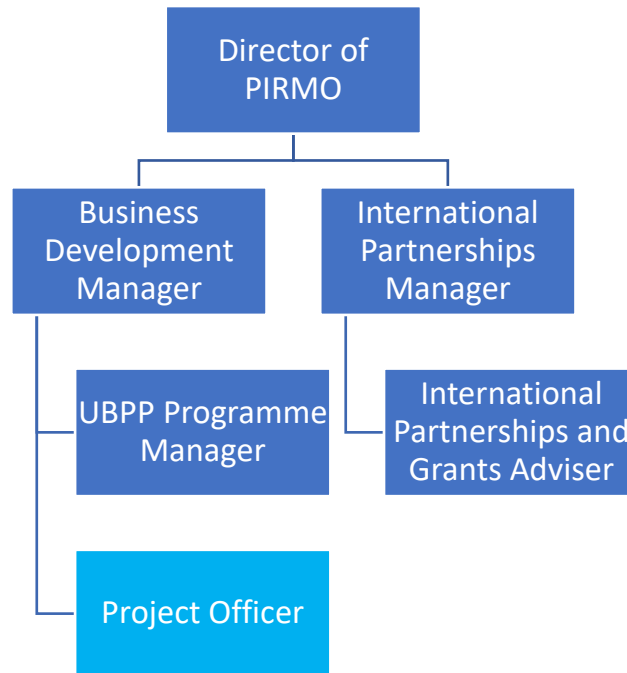
Date: October 2024

Organisational Context:

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting impactful 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 such areas as human rights and women empowerment, fisheries science, public health surveillance, geoscience, conservation of plant genetic resources for food and agriculture, and climate change.

SPC shares the vision for our region as endorsed in SPC's Strategic Plan 2022-2031. SPC's mission is to work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of the Pacific Islands' contexts and cultures.

SPC's headquarters is based in Noumea, New Caledonia. We operate the Fiji Regional Office in Suva, Fiji; the Micronesia Regional Office in Pohnpei, Federated States of Micronesia; the Melanesia Regional Office in Port Vila, Vanuatu; the Polynesian Regional in Nuku'alofa, Tonga; and a country office in Honiara, Solomon Islands.



Key Result Areas:

The position of **Project Officer** is responsible for supporting the operational delivery of PIRMO projects, mainly UBPP in accordance with SPC and funder requirements. Responsibilities include the following Key Result Areas (KRAs):

1. Ensure PIRMO operations are highly functioning and fully support the business delivery of the unit. (30%)
2. Provide project management to UBPP, ensuring activities are well supported and track for delivery. (35%)
3. Maintain strong internal and external relationships with a range of governments, donors (including public and private investors), CROP agencies and other implementing partners. (35%)

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

Jobholder is accountable for	<i>Jobholder is successful when</i>
<p>1. Ensure PIRMO operations are supported, managed and reported on (30%)</p> <ul style="list-style-type: none"> • Manages all core and project-related operational matters in line with SPC policies and procedures. • Undertakes operational support in accordance with SPC processes. • Executes office administration activities. • Support the Directors office in overseeing financial matters in compliance with SPCs regulations, respond to strategic requests, including providing inputs to financial audits, accruals, forecasts, and budget. • Develops and monitors the establishment of a PIRMO knowledge management hub and systems. • Develops and monitors meeting and workshop budgets and expenditure, ensuring value for money. • Provides logistics for a) travel arrangements for PIRMO b) meeting support and c) supporting PIRMO in organizing project meetings, workshops and other special events. • Oversee quotes and invoices from vendors and ensure compliance to the SPC Procurement Policy. • Establishes and maintains internal protocols on information and document management, risk management, training and development and other team management processes. • Ensures efficient and consistent communication and information flows between PIRMO and other relevant stakeholders on event details. • Provides backstopping support to other project teams within SPC with approval from PIRMO Director. • Serves as primary point of contact and liaise with vendors, including a) catering, b) printing c) stationery d) merchandise and others as needed. • Liaises with and build strong working relationships with other SPC support areas. • Supports the management of information (hard and e-copy) for all financial related information. • Works closely with the Publications and Translation teams on the production of relevant official correspondence and papers. 	<ul style="list-style-type: none"> • PIRMO budget is proactively managed. • Workshops, events, and meetings are successfully completed. • Travel and workshop logistics are undertaken and acquitted in accordance with SPC policies. • Administration functions successfully undertaken and managed. • Project documents, data, and information properly filed and managed • All information relating to mid-term and terminal reviews are readily available. • Official and unofficial communications are timely drafted, disseminated, and filed accordingly.

Jobholder is accountable for	Jobholder is successful when
<p>2. Provide project coordination support to UBPP (35%)</p> <ul style="list-style-type: none"> • Work with the broader PIRMO team to develop and implement all project activities. • Coordinates and tracks project activities for UBPP and any other projects within a small team and agile environment. • Support development and timely submission of UBPP activities including, finance, procurement and other administrative tasks. • Recruit UBPP personnel and consultants. Includes the mandatory steps in drafting terms of reference, grading, and overseeing the recruitment and onboarding process. • Coordinate partner conversations in conjunctions with the Director and other team members. • Oversee all procurement processes adhering to SPC policies. • Support preparation of progress and financial reports and ensuring the accuracy and timely submission. • Support monitoring and learning for UBPP activities. • Ensure accurate and timely reporting of all interventions including training and technical assistance. • Maintain strong working relationships with all UBPP stakeholders. • Promote UBPP with key stakeholders. 	<ul style="list-style-type: none"> • UBPP fully supported with project support functions • PIRMO compliant with current SPC financial and procurement regulations, policies and procedures • Timely update provided to Director’s Office and PIRMO team • Information disseminated in a timely manner for PIRMO stakeholders
<p>3. Stakeholder relationships, engagement, networking and coordination (35%)</p> <ul style="list-style-type: none"> • Provide guidance on the practical application of protocol in an innovative and evolving public/private sector venture. • Develop and maintain smooth and close collaboration with institutional and technical partners involved with UBPP project development in the Pacific region. • Support stakeholder engagement, networking and coordination to advance PIRMO objectives at national, regional and institutional levels. • Disseminates relevant information to internal and external stakeholders under the guidance of the Director PIRMO. • Analyses the success of workshops, events using post-event surveys and participant feedback and organising lessons learned meetings with the PIRMO team following all events. • Engage in working groups, task forces and other technical committees. 	<ul style="list-style-type: none"> • Financial information (hard and e-copy) is systematically filed and accessible to those requiring access • Any systems issues are addressed with IT and concluded • Post meeting and workshop participant survey results on logistical arrangements are positive, and lessons learned used for improving future events

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:

- Multi-tasking in a complex multi stakeholder environment

- High workloads requiring prioritization in an often-intense environment for time and attention.
- Innovating and developing systems to support the permanent establishment of PIRMO.
- Contributing to administrative needs of donor, SPC and country requirements
- Providing sound and timely technical advice on project finances, procurement, and administration requirements
- Supporting the effective delivery of UBPP

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 members • Regional development partners and donors • Regional – PIFS, SPREP, OPOC, FFA • Pacific countries –all SPC members. • Donors and Private Funding Partners – USAID, US State, UK FCDO, MFAT, DFAT, Bezos Earth Fund, WCS, WWF, Rare, GCF, National Geographic, Bloomberg, McGovern Foundation and other international NGOs and CSOs. • Contractors and consultants • Internal and external contractors and suppliers 	<ul style="list-style-type: none"> • Information sharing and disseminating official correspondence. • Logistics and event management • Administrative and procurement work • Preparing reports and supporting documentation. • Explaining, providing information and advice especially relating to finance and procurement • Interacting, gaining assistance, resolving minor conflicts
<p>Internal</p> <ul style="list-style-type: none"> • PIRMO Director and team • SPC Finance, Travel, Procurement, Legal and HR units • SPC Executive and Senior Leadership Team • MEL advisors and focal points • DDG Science & Capabilities office, SPL, CCES, FAME, LRD, PCCOS, SDD, Legal, Finance, Procurement, Travel 	<ul style="list-style-type: none"> • Teamwork, collaborating, receiving, and providing administrative input. • Courtesy, giving and receiving information, explaining processes, and clarifying needs. • Interacting, gaining assistance, resolving minor conflicts • Liaising, facilitating, and arranging financial, administrative and travel items. • Work planning and training. • Organising internal workshops and meetings, including financial, administrative and procurement work.

Level of Delegation:

Routine Expenditure Budget: *EUR 0*.

Budget Sign off Authority without requiring approval from direct supervisor: *EUR 0*.

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"> Degree in a relevant field such as accounting, financial management or business administration or equivalent body of knowledge and experience. 	

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 7-8 years of experience in project finance, procurement, administration, and events management. Demonstrated experience in financial audit administration. Sound experience in logistics management inclusive of travel for workshops and training programs. Demonstrated experience managing budgets with a good understanding of performance and planning processes. Demonstrated capacity to organise high level meetings and workshops efficiently and effectively. Demonstrated capacity to interact with various stakeholders and facilitate linkages. Good communication skills, including excellent written English and French and the ability to write for and to a variety of stakeholder groups. 	<ul style="list-style-type: none"> Good working knowledge of the Pacific and SPC administrative systems Ability to work under minimum supervision Good team player Experience in regional and international organization will be an added advantage

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level (note, some will not be expected on commencement):

Expert level	<ul style="list-style-type: none"> Budget and administration skills Microsoft Office suite Organisational skills
Advanced level	<ul style="list-style-type: none"> SPC policies and procedures Project management
Working Knowledge	<ul style="list-style-type: none"> Familiarity with technical terms and methods planning monitoring, evaluation, and learning
Awareness	<ul style="list-style-type: none"> Development effectiveness, French

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

- Embodies cultural and gender equity
- Proactively canvassing for situations to solve before they become problems
- Strong customer focus and continuous improvement mindset
- Highly motivated and committed to teamwork
- Analytical and solutions oriented
- High work standards, good work ethic and positive attitude to work
- Performs well under pressure and strongly committed to work
- Positive attitude, excellent interpersonal skills, well organised, dependable and honest