

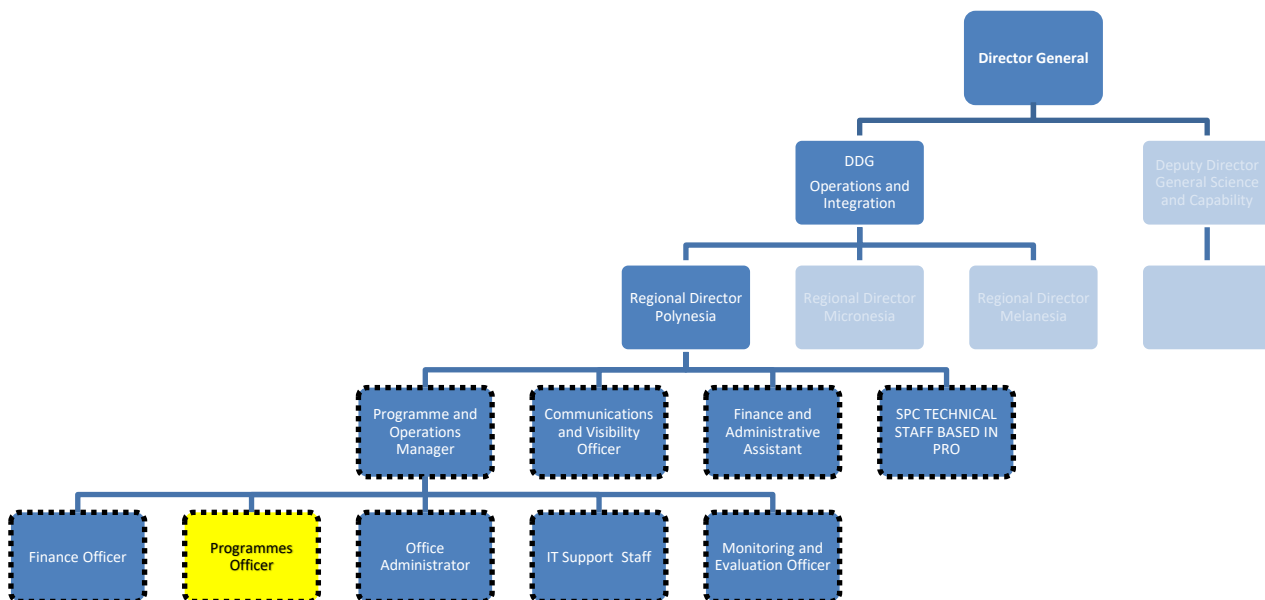


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Programmes Officer</b>
<b>Division/Programme and Section/Project (if any):</b>	<b>Polynesia Regional Office</b>
<b>Location:</b>	<b>Tonga</b>
<b>Reporting to:</b>	<b>Regional Director for Polynesia</b>
<b>Number of Direct Reports:</b>	<b>0</b>
<b>Purpose of Role:</b>	The purpose of this role is to support programme coordination, implementation and delivery in the Polynesia Member Countries (PMCS) of SPC.
<b>Date:</b>	<b>December 2024</b>

### Organizational Context and Organization Chart

The PRO, the newest regional office for SPC, will lead on strengthening engagement and relationships with members towards better coordination, planning and delivery of regional programmes and services across the Polynesia sub-region. This includes strengthening integrated programming efforts and development of strategic approaches to country programming in Polynesian countries to increase sustainable development impacts and results for SPC members in particular progressing their Sustainable Development Goals. As part of programming, the work of PRO will also facilitate the harmonisation of approaches and contextualised models for programme execution in Polynesia. The Programmes Officer will support the work of the PRO in programme coordination, implementation and delivery in the PMCs.



**Key Result Areas (KRAs):**

The Programme Officer for Polynesia has responsibility for the following KRAs:

1. Support the PRO Office operations.
2. Support Regional Programme Coordination, Implementation and Monitoring.
3. Support Country Programming Lead project management for all PRO projects.
4. Support Project Management.

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA#1 (10%) PRO Office operations</b></p> <ul style="list-style-type: none"> <li>• Support day-to-day operations for PRO in collaboration with the Regional Director.</li> <li>• Assist the Regional Director PRO in strategic planning to ensure that the work of PRO meets the needs of SPC’s PMC and other programme stakeholders.</li> <li>• Contribute to the development of the annual workplan for the PRO consistent with the PRO Business Plan.</li> <li>• Contribute to PRO and corporate publications and reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Contributed to the operations of the PRO, and the development of the PRO Annual Workplan.</li> <li>• Contributed to the implementation of the PRO activities according to the annual workplan and budget.</li> </ul>
<p><b>KRA#2: (40%) Regional Programme Coordination, Implementation and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Support coordination of regional programmes and projects for SPC’s 10 members in Polynesia, including American Samoa, the Cook Islands, French Polynesia, Niue, Pitcairn, Samoa,</li> </ul>	<ul style="list-style-type: none"> <li>• PMC and SPC have a global view of SPC’s regional programmes and projects in Polynesia.</li> <li>• Articulation of challenges and lessons to inform regional programming and interventions.</li> </ul>

<p>Tokelau, Tonga, Tuvalu and Wallis and Futuna.</p> <ul style="list-style-type: none"> <li>• Support programme implementation, monitoring, evaluation and learning in collaboration with SPL and SPC technical programmes and divisions across Polynesia.</li> <li>• Coordinate with SPC programme and technical divisions on delivery to PMC.</li> <li>• Provide support to the Regional Director on engagement at annual national development forums/dialogues across PMC.</li> <li>• Support the implementation of PMC protocol for engagement as outlined in the Communication and Engagement Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Highlight PRO's contribution to regional programme coordination allowing for better planning and programming across SPC.</li> <li>• Positive feedback from members on the implementation of the PMC protocol for engagement.</li> </ul>
<p><b>KRA#3 (40%) Country Programming</b></p> <ul style="list-style-type: none"> <li>• Support the implementation of a country programming model for PMC in collaboration with SPL.</li> <li>• Support the development of country programmes for all Polynesian countries in collaboration with SPL, IRMO and SPC technical and scientific divisions and programmes.</li> <li>• Support engagement and consultations with PMC on country programming.</li> <li>• Support track progress on country programming implementation in collaboration with country focal points and SPC Divisional Directors.</li> </ul>	<ul style="list-style-type: none"> <li>• Supported the completion of country programmes for PMC in collaboration with country leads and SPC teams.</li> <li>• Supported the negotiation of support for country programme implementation with SPC divisions and relevant partners.</li> <li>• Supported engagement with PMCs on the country programming approach including support for implementation and delivery.</li> </ul>
<p><b>KRA#4 (10% weight) Project Management</b></p> <ul style="list-style-type: none"> <li>• Support project management for all PRO projects.</li> <li>• Support the management of SPC projects implemented in PMC.</li> </ul>	<ul style="list-style-type: none"> <li>• Supported the implementation, monitoring and evaluation of PRO projects.</li> <li>• Projects are delivered in a timely manner.</li> <li>• Members and partners provide positive feedback on progress and implementation.</li> </ul>

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):**

- Coordination of diverse regional programmes and projects across Polynesia.
- Managing expectations and setting priorities for PMC within resourcing and funding constraints.
- Working across SPC technical and scientific divisions and a diverse range of partners and stakeholders.
- Keeping up with a wide range of programme issues, across diverse sectors with multiple partners and stakeholders at national level for Polynesia.
- Delivery and implementation in a politically diverse subregion.

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Senior Government Officials/SPC focal points in Ministries of Foreign Affairs</li> <li>• Senior Government Officials/ SPC Sector focal points</li> <li>• Development partners</li> <li>• CROP agencies</li> <li>• Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitating, gaining cooperation, reporting</li> <li>• Liaising</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Regional Director for Polynesia</li> <li>• PRO Staff</li> <li>• SPC Senior Leadership Team</li> <li>• SPC Divisional Directors and staff</li> <li>• SPC Operations and Integration staff</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting, collaborating, facilitating cooperation, resolving and managing issues.</li> </ul>

### Level of Delegation:

Routine Expenditure Budget: EUR 0

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

### Personal Specification:

#### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Bachelor's degree in a relevant discipline (development studies, economic development or a related field) or equivalent body of knowledge and experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in strategic studies, public policy or public administration.</li> </ul>

## Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• 7 years of relevant experience in the design or management of development programmes and projects, and thorough knowledge of the project management cycle.</li> <li>• 7 years' experience working with Pacific Governments and providing advice to Governments and decision makers on development programmes/projects.</li> <li>• Demonstrated experience on collaboration with partners and stakeholders on programme delivery in Pacific Island countries.</li> <li>• Good communication skills (oral and written) and demonstrated ability to produce written reports for donors, funding proposals, etc.</li> <li>• Proven ability to design, plan and facilitate meetings, workshops, trainings.</li> <li>• Experience in successfully leading and/or collaborating and working with people from different ethnic, cultural and educational backgrounds.</li> <li>• Willingness to travel and undertake overseas assignments in SPC member countries and territories, sometimes under difficult physical conditions.</li> <li>• Ability to work in a multi-cultural and gender-sensitive environment.</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of both of SPC's official languages (English and French) and/or the ability to speak any of the Pacific Island's other languages would be an advantage.</li> <li>• Knowledge of regional frameworks guiding the work of SPC in the various sectors.</li> </ul>

## 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"> <li>• Working with Pacific government and regional and international partners</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Cross cutting issues including people centered approaches.</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Monitoring and evaluation of programmes and projects</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPC Regulations and Policies</li> <li>• Regional Frameworks guiding the work of SPC across sectors</li> </ul>

## Key Behaviours

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

## Personal Attributes

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

#### **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.