

## JOB DESCRIPTION

<b>Job Title:</b>	<b>PROGRAMME COORDINATOR (REGIONAL FISHERIES RESEARCH VESSEL)</b>
<b>Division/Programme and Section/Project (if any):</b>	Fisheries, Aquaculture & Marine Ecosystems Division
<b>Location:</b>	Noumea, New Caledonia
<b>Reporting to:</b>	FAME Director
<b>Number of Direct Reports:</b>	2-3 Direct Reports during vessel construction phase, up to 5 during operational phase
<b>Purpose of Role:</b>	The role supports the FAME Director to oversee and project manage the 'Pacific Fisheries and Oceans Science Research Vessel' project. The key responsibilities of the role include monitoring overall vessel construction phase to ensure planned results and milestones are being met; track progress against results frameworks; developing and reporting on budgets and expenditure; coordinate all project narrative and financial reporting requirements; resource mobilisation and negotiation with donors; and ensure all project phases meet SPC and donor policies and procedures.
<b>Date:</b>	September 2024

### Organizational Context and Organization Chart

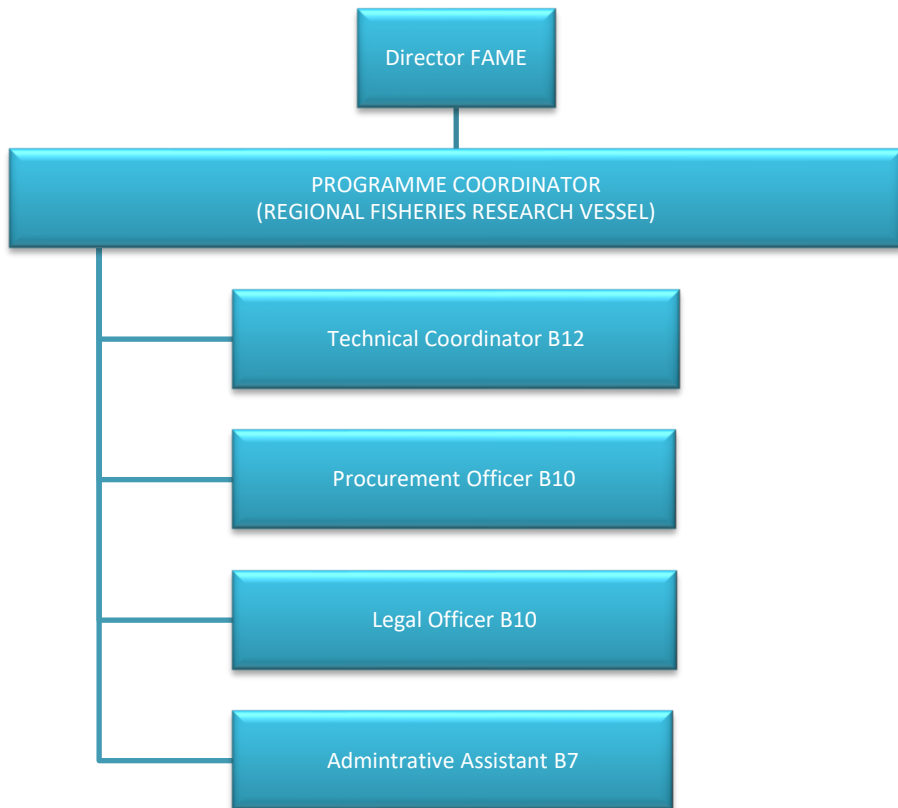
As one of SPC's oldest Divisions, the **Division of Fisheries, Aquaculture and Marine Ecosystems (FAME)** has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. The goal of the Division is that the fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. In pursuit of this goal, FAME provides scientific and management advice to Pacific Island Countries and Territories (PICTs) and regional agencies to support the sustainable management of oceanic, coastal fisheries and aquaculture resources. Despite the challenges in the management of the region's marine resources, there are also opportunities to derive greater economic and social benefits from them. The development of aquaculture in the region, along with alternative livelihoods, hold significant potential. FAME provides technical assistance to support PICTs to maximise these sustainable development opportunities in the marine sector.

FAME is composed of two programmes: Coastal Fisheries and Aquaculture Programme (CFAP) and the Oceanic Fisheries Programme (OFP). The Director's Office provides divisional support and strategic direction across the programmes and cross-cutting projects. Working with all 22 PICTs, FAME has strong partnerships with regional, sub-regional and national entities working in the marine sector. FAME staff are based in New Caledonia, Fiji, Federated States of Micronesia and Vanuatu, with most of its ~100 staff being based in New Caledonia.

The Regional Fisheries Research Vessel project is supported by all Pacific countries and will provide them with the autonomy to meet their science needs for the sustainable management of Pacific marine resources and climate change adaptation. A vessel functionality study and technical design documentation prepared in 2023 and 2024 by a

naval architect will be part of the selection process to recruit a suitable shipyard for the project. The construction phase is scheduled to start in early 2025 for an 18 to 22 month duration. To help in finalizing the vessel design and to follow its construction it is planned to recruit a vessel management company in concomitance with the shipyard selection process. In parallel to the vessel construction, operational and legal decision regarding its regional inclusion will need to be developed along with the establishment of an executive and programming board.

The **PROGRAMME COORDINATOR (REGIONAL FISHERIES RESEARCH VESSEL)** supports the FAME Director to manage the vessel construction and the development of SPC supporting policy and governance for vessel operations. In addition to providing strategic and technical advice to the FAME Director (and SPC Executive), the position oversees day to day project coordination supervision of technical and support services needed for project delivery.



**Key Result Areas (KRAs):**

- KRA#1: Lead, plan and manage RFRV project
- KRA#2: Coordinate SPC and donor related project narrative, financial reporting and all projects’ monitoring and evaluation.
- KRA#3: Coordinate resource mobilisation for RFRV construction and operations .
- KRA#4: Support strategic oversight, develop efficient operational systems, partnership, and collaboration with other SPC divisions, our members, and partners for RFRV operations.

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>KRA#1: Lead, plan and manage RFRV project (25%):</b></p> <ul style="list-style-type: none"> <li>• Provides executive support to the FAME Director to effectively and efficiently project manage the RFRV project.</li> <li>• Coordinates with SPC Procurement and SPC Legal on all aspects of contracting and procurement of goods and services.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects’ annual planning and monitoring meet SPC requirements.</li> <li>• Projects’ planned results and milestones are met.</li> <li>• Projects’ activity implementation, budgets and key indicators are tracked.</li> </ul>

<ul style="list-style-type: none"> <li>• Liaise with the SPC appointed Vessel Design and Construction Support Service Provider and Vessel Shipyard Construction Company throughout vessel construction using SPC systems to monitor and report on compliance with the achievement of the scope of work and projected milestones, known and forecast challenges to the construction schedule and any proposed corrective actions.</li> <li>• Coordinate and provide executive support to SPC in-house cross-Divisional consultations and partnerships supporting the acquisition and eventual operations of the RFRV.</li> <li>• Supervise a small team of technical specialists to provide strategic advice and ensure project milestones are achieved to required standards.</li> <li>• Communicate openly, effectively and respectfully with all staff, clients, the public and suppliers in the interests of good business practice, collaboration and enhancement of SPC's reputation.</li> </ul>	<ul style="list-style-type: none"> <li>• Project and programme annual workplans on schedule.</li> <li>• All the projects' documentation, and reports are filed appropriately.</li> </ul>
<p><b>KRA#2 Coordinate SPC and donor related project narrative, financial reporting and project monitoring and evaluation (20%):</b></p> <ul style="list-style-type: none"> <li>• Collaborate with SPC Finance to prepare, monitor, review and report on RFRV project budget. Assist with reporting to SPC's Audit and Risk Committee and to third party funding agencies such as SPC donors.</li> <li>• Tracks and adjusts RFRV projects' budget and expenditure</li> <li>• Ensure that all reporting complies with SPC policies and procedures and donor requirements.</li> <li>• Works with the FAME Director and section heads to ensure projects' monitoring and evaluation tasks are undertaken and comply with SPC and donor requirements.</li> <li>• Coordinates with FAME PMEL team on external mid-term and final project review to assess impacts of delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• All internal (SPC) and external (donors) narrative and financial reporting milestones are met.</li> <li>• All reports are filed and easily accessed.</li> <li>• All of the projects' M&amp;E milestones are met.</li> <li>• All SPC and donor projects' M&amp;E requirements are met.</li> <li>• Mid-term and final reviews undertaken.</li> </ul>
<p><b>KRA#3: Coordinate resource mobilisation for RFRV construction and operations (25%):</b></p> <ul style="list-style-type: none"> <li>• Collaborates and coordinates with SPC Resource Mobilisation specialists and SPC's Office for Partnerships, Integration, &amp; Resource Mobilisation to ensure that sufficient resources are raised for vessel construction.</li> <li>• Liaises with current and potential RFRV donors on progress and emerging resource needs.</li> </ul>	<ul style="list-style-type: none"> <li>• RFRV budgets are sufficient for construction, testing, delivery and operations.</li> <li>• Donors are fully aware of project resourcing needs.</li> </ul>
<p><b>KRA#4: Support strategic oversight, develop efficient operational systems, partnership, and collaboration with other SPC divisions, our members, and partners for RFRV operations (30%):</b></p>	

<ul style="list-style-type: none"> <li>• Vessel governance scheme is developed and implemented in liaison with SPC divisions and Pacific member countries.</li> <li>• Develop and implement a Communications Strategy for SPC colleagues, SPC member countries and territories and partners throughout RFRV construction and commissioning.</li> <li>• Build strong partnership relationships to determine strategic needs.</li> <li>• Provide strategic advice to the FAME Director and SPC Executive on resource needs for vessel operations, including provision of operational cost recovery analyses</li> <li>• Liaise with the research community, partners, SPC members and SPC Divisions to implement annual cycles of research cruises.</li> </ul>	<ul style="list-style-type: none"> <li>• Input provided for Programme, Divisional and Corporate publications within the set deadlines.</li> <li>• Vessel governance is implemented and ready for vessel commissioning.</li> <li>• Once the vessel is commissioned, implementation of agreed annual cruises</li> </ul>
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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.

Note the anticipated roles and responsibilities of the position are expected to be refined as vessel commissioning is approached. As this stage approaches performance measures may need similar adjustment.

**Most Challenging Duties Typically Undertaken (Complexity):**

<ul style="list-style-type: none"> <li>• Lead, manage and implement a unique vessel project with large regional implication.</li> <li>• Ensuring compliance with all SPC’s policies and procedures, and the various donor requirements.</li> </ul>
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**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>• Donors to RFRV project</li> <li>• Pacific Island government fisheries agencies</li> <li>• Naval Architect</li> <li>• Shipyard in charge of the RFRV building</li> <li>• Vessel management company</li> <li>• Regional ocean science research partners (eg. CSIRO, NIWA, FREA (JP), UoH, IATTC, IFREMER, IRD, Korean Institute of Ocean Sciences and Technology, SOU)</li> <li>• Diverse range of suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Influencing, negotiating, reporting, liaising, gaining cooperation</li> <li>• Negotiating,</li> <li>• Supervising, facilitating, advising, communicating</li> <li>• Managing relationships, conflicting interest and priorities</li> <li>• Procuring and managing extra resources</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• FAME Director and colleagues</li> <li>• Member of FAME Senior Leadership Team</li> <li>• Corporates services</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Management, leading, supervising, coaching, monitoring, resolving minor conflicts</li> <li>• Collaboration, synergy and providing technical advice and support</li> </ul>

<ul style="list-style-type: none"> <li>• SPC Technical Divisions</li> <li>• Executives &amp; SLT</li> </ul>	<ul style="list-style-type: none"> <li>• Explaining, influencing, gaining cooperation</li> </ul>
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**Level of Delegation:**

Routine Expenditure Budget: Manages up to EUR 35 Million for RFRV construction and initial operations over three years

Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000 (as per 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:
<ul style="list-style-type: none"> <li>• Master’s degree in Programme Management, International Business Administration Engineering, Ship Management (particularly blue water research vessel) or similar disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>• Internationally recognised certification in project management, e.g. related to PRINCE2 and/or PMBOK</li> </ul>

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 15 years of direct experience in project or programme management.</li> <li>• Demonstrated marine experience, with a sound knowledge of Flag, Class, State and other maritime compliance requirements.</li> <li>• A proven ability to lead and oversee implementation of complex project in a dynamic multi-disciplinary team environment, including the ability to effectively manage competing priorities.</li> <li>• Demonstrated history of anticipating and successfully managing complex problems.</li> <li>• A proven record of effective team management, previous accountability for a small project team, strong communication skills and the capability to motivate staff.</li> <li>• Demonstrated experience in developing complex budgets and provision of reports that meet donor needs.</li> <li>• Excellent and proficient communication skills in English (oral and written) with the capacity to engage with professional and technical staff.</li> <li>• Demonstrated proficiency in Project Management Software and Microsoft 365 PC Operating Systems.</li> </ul>	<ul style="list-style-type: none"> <li>• A proven record of effective stakeholder management across a broad range of technical and support areas in at-sea research, both internal and external.</li> <li>• Demonstrated experience managing vessel dry docking projects.</li> <li>• Demonstrated experience managing and reporting on Foreign Aid funded projects.</li> <li>• Competent communicator in SPC’s other official languages (French).</li> <li>• Understanding of Pacific Island country and territory development issues in the areas of fisheries and ocean resource management and conservation.</li> </ul>

<ul style="list-style-type: none"> <li>• Willingness to travel and undertake overseas assignments.</li> </ul>	
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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"> <li>• Project and/or programme management</li> <li>• Knowledge of Foreign Aid rules and procedures for finances and reporting.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Communication skills and ability to work within teams</li> <li>• Report writing and compiling results from other sources into a coherent report</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• SPC Regulations, policies and Policies</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Fisheries management, development and conservation issues in the Pacific</li> <li>• Relevant social and economic issues in the Pacific</li> </ul>

**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**

- High level of professional integrity and ethics
- Friendly demeanour
- 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.