



Pacific
Community

Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Senior Technical and Engagement Advisor – Europe Office
Division:	Office of the Deputy Director-General, Operations and Integration
Location:	France
Reporting to:	Deputy Director-General, Operations and Integration
Number of Direct Report:	0
Purpose of Role:	The Senior Technical and Engagement Advisor will establish a presence for the Pacific Community (SPC) in Europe to enhance scientific and technical support for Pacific government representatives. This role is pivotal in fostering engagement and partnerships with the European Union and other Europe-based partners while strengthening resource mobilization efforts to support implementation of the 2050 Implementation Plan and SPC Strategic Plan. This senior role is instrumental in developing and leading initiatives for SPC European visibility, influencing, and representing the Executive at the highest level to negotiate SPC’s work with European-based Member States, development partners and donors.
Date:	January 2025

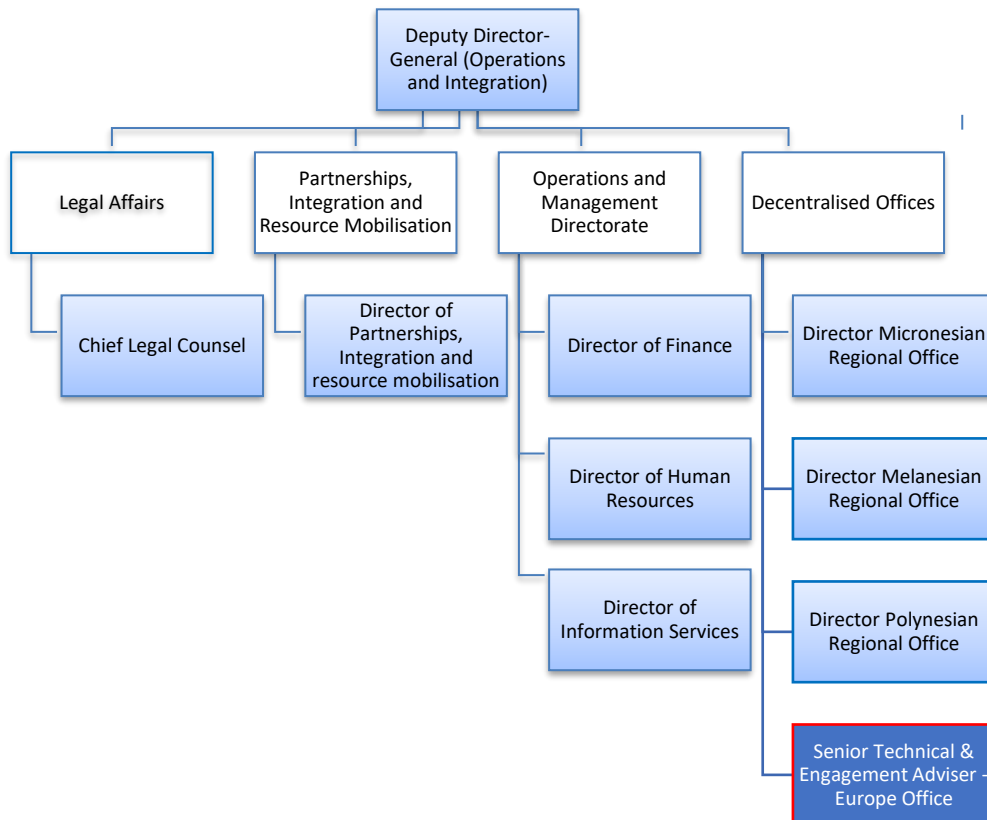
Organizational Context and Organization Chart

The SPC serves as the leading scientific and technical organization in the Pacific region, comprised of 27 member countries and territories. As a member-owned entity, SPC conducts research and leverages science and knowledge to drive development across 25 sectors, contributing significantly to all 17 Sustainable Development Goals (SDGs). The organization plays a crucial role in shaping regional initiatives, including various sector-specific frameworks and the overarching 2050 Strategy for the Blue Pacific Continent.

At a strategic level, SPC's Key Focus Areas (KFAs) align with the thematic objectives of the 2050 Strategy, with KFA 7 focusing on vital areas such as political leadership, regionalism, peace and security, technology, and connectivity. The initiatives under each of SPC's flagship programs—spanning Oceans, Food Systems, Gender Equality, and Climate Change—promote a cohesive approach to advancing regional priorities and fostering collective impact aligned with the 2050 Strategy.

This high-level strategic role reports directly to the DDG O&I and is dedicated to strengthening strategic partnerships with the Pacific representatives, and Europe-based stakeholders, including the EU. The primary focus is on providing technical advisory support for engagements between the Pacific Community (SPC) and the European’s stakeholders to enhance partnerships for coordinated and scaled-up resource mobilisation.

Notably, since 2021, the European Union has held permanent observer status at SPC. This status enables the EU to be more actively involved in SPC meetings and activities. The opportunities available to the EU and SPC, as well as its 27 member countries and territories, to strengthen strategic dialogue, establish new technical and financial partnerships, and collaborate on shared priorities, will be advanced through closer and more in-depth dialogue with EU’s headquarters in Brussels.



Key Result Areas (KRAs):

Under the authority of the DDG Operations and Integration and working closely with the DDG Science and Capability, the position of Senior Technical and Engagement Adviser for SPC in Europe encompasses the following major functions or Key Result Areas:

- **Establishment of SPC presence:** Lead the development of the terms of reference for SPC’s representation and regional office in Europe to ensure effective operation, visibility, and cooperation with the Geneva-based Pacific agencies.
- **SPC Representation at key engagements:** Organize and facilitate SPC’s participation in international and regional meetings, conferences, and European workshops, ensuring the SPC Executive has the necessary support for their official visits.
- **Project Management Support:** Collaborate with the EU-based Pacific representatives and SPC Leadership Team on new funding opportunities, guiding project design and management to align initiatives with SPC’s strategic objectives.

- **Resource Mobilization and Visibility:** Enhance SPC’s visibility and strengthen resource mobilization efforts through strategic collaboration with internal divisions, such as PIMRO, EU PMU, and Legal, to ensure alignment with SPC’s mission.

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA1: Establishment of SPC presence (30%): Lead the development of the terms of reference for SPC’s representation and regional office (mandate, location, budget etc) in Europe to ensure effective operation, visibility, and cooperation with the Geneva-based Pacific agencies:</p> <ul style="list-style-type: none"> • Discussion with SPC ‘s divisions, to explain the mandate and the added value of the Office • Engage in dialogue with SPC’s members (to demonstrate the value of this Office in supporting them with the global agenda and strengthening relations with donors: <ul style="list-style-type: none"> ○ <i>Representants of the Pacific PICTs</i> in Europe (PIF Geneva office, OACPS in Brussels, PICTs ambassadors to the EU and the UN, etc) ○ <i>European SPC member States</i> (France, UK) • Cooperation with the CROPs agencies (PIF, SPREP) in order to identify/leverage common activities that could be implemented in Europe and facilitate resource mobilisation for the 2050 Implementation Plan. • Cooperation with UN agencies based in Europe (Geneva, Roma, France, Germany, etc) related to SPC’s missions • Cooperation with EU in Brussels 	<ul style="list-style-type: none"> • The TORs are ready for a presentation to the members at the SPC CRGA, including progressive updates to the CRGA sub-committee
<p>KRA2: SPC Representation at key engagements (25%): Organize and facilitate SPC’s participation in international and regional meetings, conferences, and European workshops, ensuring the SPC Executive has the necessary support for their official visits:</p> <ul style="list-style-type: none"> • As required, SPC is represented at global and regional Conferences and other Forum (i.e. 2025 UN Ocean Conference in Nice, France in June) • Provide support to plan and organize for SPC Executive (DG and DDGs) official visits in Europe in 2025 • Researches and analyses the relevance of international / European conferences, workshops for SPC 	<ul style="list-style-type: none"> • SPC is visible and well represented at events attended. • The executive official visit is successful
<p>KRA3: Project Management Support (20%): Collaborate with the EU-based Pacific</p>	

<p>representatives and SPC Leadership Team on new funding opportunities, guiding project design and management to align initiatives with SPC's strategic objectives:</p> <ul style="list-style-type: none"> • Design and development of strategic programme, projects and concept notes (with EU or France AFD for instance) • In collaboration with internal stakeholders, support related and in particular EU funded projects, programmes, flagships resource mobilisation and implementation <p>Follow up on partner's requirements and procedures to ensure compliancy of EU processes</p>	<ul style="list-style-type: none"> • Quality of advice and support allow SPC Divisions to achieve outputs and objectives that meet the requirements of SPC, donors and partners
<p>KRA4: Resource Mobilization and Visibility (25%): Enhance SPC's visibility and strengthen resource mobilization efforts through strategic collaboration with internal divisions, such as PIRMO, EU PMU, and Legal, to ensure alignment with SPC's mission:</p> <ul style="list-style-type: none"> • Promote awareness of SPC among other partners, our strategic plan, our values, and understanding our role, our skills and competencies • Establish strong contacts with partners • Benchmark for new potential resources by creating or responding to opportunities with new partners • Explore targeted resource mobilisation efforts, including where feasible, mobilise resources for the OCTs, Smaller Island States (SIS) and/or sub-regional approaches or policy actions. 	<ul style="list-style-type: none"> • Partners are satisfied and ready to continue their support to SPC • Non-monetary support is secured (eg. Advocacy, visibility, opportunities, contacts...)

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):

- Leading and coordinating complex projects involving multiple and senior external and internal stakeholders
- Influencing SPC staff without having line authority
- Diversity of tasks requiring a range of different skills and flexibility
- Promptly responding to multiple, ad-hoc and concurrent requests for advice, inputs or expertise while pursuing agreed work priorities
- Representing SPC from high levels to technical issues with a wide variety of stakeholders
- Managing workload and workflows across vastly different time zones

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"> • Policy makers (ministers, cabinet, prime minister, foreign affairs,...), decision makers (senior level), senior staff • Staff at all levels of development partners • Development partners and donors (senior level : decision makers) • Civil society leaders • Consultancies and contractors • Academics • Media 	<ul style="list-style-type: none"> • Meetings with representatives to brief on SPC policy, programmes and projects • Participating in meetings and follow-up on agreed actions • Seeking views on changes • Negotiations • Representing SPC at conference, meetings, workshops
<p>Internal</p> <ul style="list-style-type: none"> • SPC Executive team including direct liaison as required with the Director-General and DDG O&I. • Divisional directors, managers and other senior staff • Technical experts in the divisions • Other staff 	<ul style="list-style-type: none"> • Meetings with the Director-General, Deputy Directors-General and other members of the Senior Leadership Team to provide advice and support on sensitive issues • Providing support to Directors and Senior managers, with projects for donors based in Europe • Briefing and reporting on meetings

Level of Delegation:

Routine Expenditure Budget: manages within the limits provided by the manual of delegations, under SPC delegation policies for that level of accountability and responsibility.
 Budget Sign off Authority without requiring approval from direct supervisor: *up to 2,000 Euro*

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 international development; political science; project management or equivalent body of knowledge and experience. 	<ul style="list-style-type: none"> • A first level degree in a sector relevant to SPC’s mandate and missions.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • A minimum of 15 years' relevant experience in leadership, project management, policy development and advice • Strong experience working in or providing advice to developing countries, including relevant knowledge of the development and political context in the Pacific region • Relevant experience working with European development partners and/or countries • Demonstrated capacity to work autonomously in developing partnerships and representing the interests of an organisation • Experience in resource mobilisation, the design or management of programmes and projects, and thorough knowledge of the project management cycle • High levels of flexibility to work across time zones • Strategic thinker with well-developed analytical skills and attention to detail • Ability to work in a multi-cultural and gender-sensitive environment • Ability to work isolated • SPC's official working languages are English and French. For this position excellent proficiency in both is required (both oral and writing skills) • Excellent computer skills (Microsoft Word and Excel) 	<ul style="list-style-type: none"> • Financial management skills and experience in preparing and executing budgets • Experience in the intergovernmental sector

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"> • Strategic skills (eg core role in designing or facilitating a programme which brought about a development change) • Planning skills (e.g. strategic planning, programme and project design) • Well-developed analytical skills and attention to detail • Autonomy in leading, planning and executing strategies and work programmes • Partnership building and resource mobilisation • Excellent oral and written communication skills in French and English
Advanced level	<ul style="list-style-type: none"> • Understanding development issues in Europe and the Pacific and the synergies between both • Excellent computer skills (Microsoft Word and Excel) • Familiarity with SPC Corporate policies and strategies • Capacity to influence and guide teams/stakeholders without hierarchical authority • Patience and interpersonal skills
Working knowledge	<ul style="list-style-type: none"> • Financial management experience • SPC Strategic Plan

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 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.