



Pacific  
Community  
Communauté  
du Pacifique

## JOB DESCRIPTION

**Job Title:** Organic and Agroecology Productions Systems Officer

**Department and Project:** Pacific Organic and Ethical Trade Community, Land Resources Division

**Location:** Narere, Fiji

**Reporting to:** POETCom Coordinator, Land Resources Division (LRD)

**Number of Direct Reports:** 0

**Purpose of Role:** This position will oversee the gathering, training, implementation, and monitoring of Agroecology best practices for climate adaptation in the countries that will benefit from the Organic Learning Farms Network project, funded by the Kiwa Initiative, and implemented by SPC, and in POETCom.

**Date:** July 2021

### Organizational Context

Pacific Organic and Ethical Trade Community- POETCom is the peak body of the organics movement in the Pacific, housed within the Pacific Community (SPC). The membership of POETCom is broad based and multisectoral with representation from organic farmers, farmer organizations, traders, Governments, academic and research institutions, NGOs, private sector businesses and regional technical support agencies such as FAO and SPC. The Role of the POETCom is to serve as the regional peak body for the organics industry and to advocate at the international level on issues that impact on the development of organics in the Pacific and at regional and national levels for the promotion and development of organics to reach the vision. POETCom developed and manages the Pacific Organic Standard [POS] and the Pacific Organic Guarantee Scheme [POGS].

The position is supported through the Kiwa Initiative: Nature-based solutions for climate resilience since the Organic Learning Farms Network project is a regional project funded in the framework of this Initiative ([www.Kiwainitiative.org](http://www.Kiwainitiative.org)).

The Kiwa Initiative aims at strengthening the climate change resilience of Pacific Island ecosystems, communities and economies through Nature-based Solutions (NbS), by protecting, sustainably managing and restoring biodiversity. It is based on easier access to funding for climate change adaptation and NbS for local, national authorities, civil society and regional organisations of Pacific Island countries and Territories including the three French overseas territories. The Initiative, managed by the Agence Française de Développement (AFD), is funded by the European Union, AFD, Global Affairs Canada, Australian Government Department of Foreign Affairs and Trade (DFAT) and New Zealand Ministry of Foreign Affairs and Trade (MFAT).

The Pacific Organic Learning Farm Network – Agro ecology and agro forestry for climate resilience project is a four-year project that will be operational in Fiji, Nauru, Tonga, and Solomon Islands, with exchange and learning components with Wallis and Futuna, New Caledonia and French Polynesia in collaboration with the European Development Fund 11 PROTEGE project implemented by the Pacific Community.

The overall objective of the project is the development of organic farming systems for food security, climate change adaptation, and biodiversity conservation to strengthen resilience of smallholder producers through the establishment of a network of Organic Learning Farms (OLFs). These organic farms will demonstrate the best

organic and agroecological production methods, with a focus on enhanced biodiversity, that can be adopted by smallholder producers. These farms will demonstrate the benefits of biodiversity, agro ecology, agro forestry and organic production methods and technologies for climate resilience.

The OLF network established under this project will promote ecologically sound farming practices for small holder farmers. These practices are incorporated into the project objectives and follow the criterion laid out in the IUCN's Global Standard for Nature-based Solutions (NbS)

The program's specific Components are:

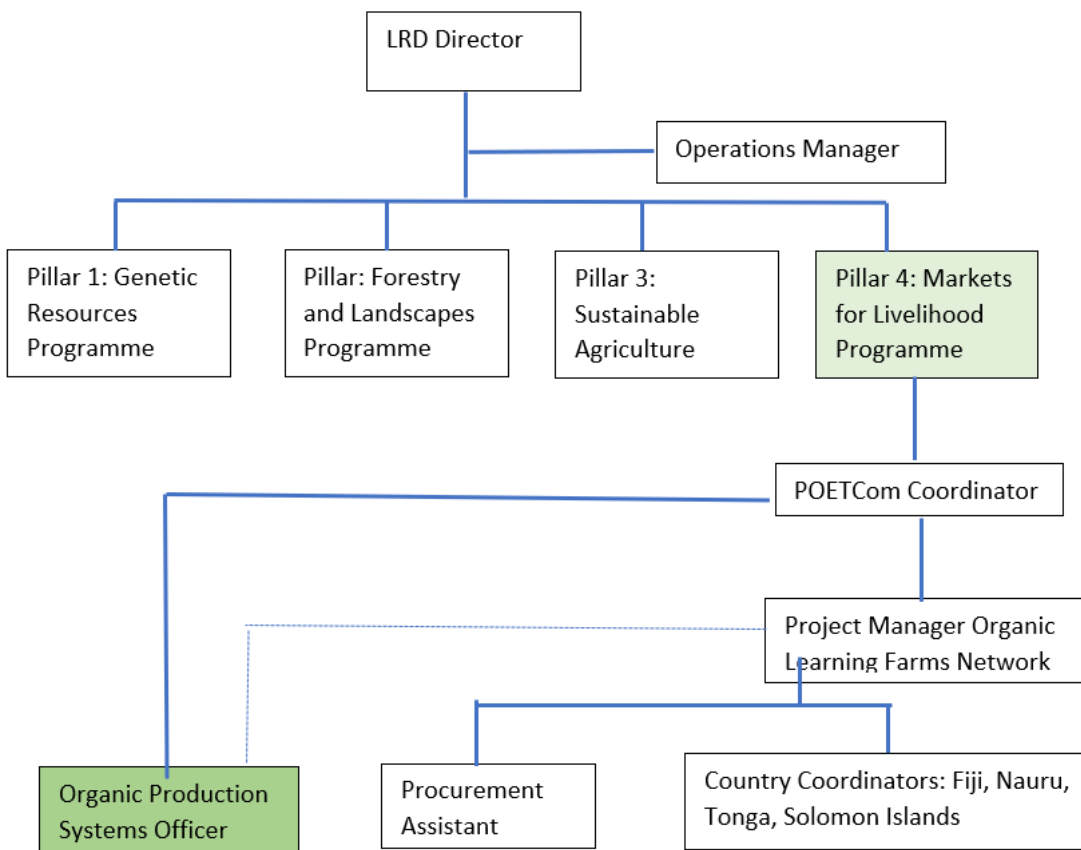
Component 1: Establishment of Organic Learning Farm network.

Component 2: First circle farmers trained and supported in converting their farms to organic and agroecological practices.

Component 3: Ensuring sustainability through market incentives.

Component 4: Monitoring, Knowledge Management Learning, and visibility.

### Organization Chart



### Key Result Areas (KRAs):

The position of Organic and Agroecology Productions Systems Officer encompasses the following major functions or Key Result Areas for the Pacific Organic Learning Farm Network project within the Land Resources Division:

- Key Result Area 1: Capacity Building in organic and agroecological practices in the context of climate adaptation and biodiversity conservation
- Key Result Area 2: Technical Advice
- Key Result Area 3: Stakeholder relations

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

Jobholder is accountable for	Jobholder is successful when
<p><b>Key Result Area 1: (35%)</b>  <b>Capacity Building in organic and agroecological practices in the context of climate adaptation and biodiversity conservation</b></p> <ul style="list-style-type: none"> <li>• Revise and create training materials for appropriate organic and agroecology best practices in the Pacific in the context of climate adaptation and biodiversity conservation.</li> <li>• Network with the organic and agroecology community to provide feedback and continual improvement of organic and agroecological practices in the Pacific context.</li> <li>• Development of Agroecology practices.</li> <li>• Develop and coordinate capacity building programs to strengthening capacity of Pacific farmers in organic and agroecological practices.</li> <li>• Deliver training packages and mentoring on organic and agroecological production systems and methods.</li> <li>• In collaboration with the Organic Extension Systems Officer, develop capacity at national level through the Organic Learning Farm Network and participatory guarantee systems for ongoing training and capacity building in organic and agroecological production.</li> </ul>	<ul style="list-style-type: none"> <li>i) A National and regionally applicable organic appropriate agroecology training program and materials is in place.</li> <li>ii) Organic and Agroecology best practices are collected, curated, and made available to POETCom affiliates and other interested Stakeholders</li> <li>iii) POETCom becomes the respected authority for organic/agroecology training.</li> </ul>
<p><b>Key Result Area 2: (35%)</b>  <b>Technical Advice</b></p> <ul style="list-style-type: none"> <li>• Researching, curating, and developing Organic appropriate Agroecology best practices and policies for Pacific organic farmers in the context of climate adaptation and biodiversity conservation</li> <li>• Develop and implement organic and agroecology reporting metrics regarding sustainability indicators.</li> <li>• Develop and curate appropriate organic and agroecology best practices knowledge products for publication, virtual media and the POETCom website using the Kiwa Initiative communication guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>i) Organic and Agroecology best practices are collected, curated and made available to POETCom affiliates and other interested Stakeholders</li> <li>ii) POETCom systems, policies and documents are current with organic and agroecological best practices.</li> <li>iii) Organic and agroecological knowledge is woven through POETCom visibility products.</li> <li>iv) POETCom is a respected expert and contributor to national and regional organic and agroecological discussions.</li> <li>v) POETCom stakeholders are supported with organic and agroecological needs as they arise.</li> </ul>

<ul style="list-style-type: none"> <li>• Contribute organic and agroecology technical advice to the development of project proposals, toolkits, and training packages.</li> <li>• Contribute technical advice to the development of related policy</li> <li>• Provide technical advice and solutions to production challenges of farmers.</li> </ul>	
<p><b>Key Result Area 3: (30%) Stakeholder Liaison</b></p> <ul style="list-style-type: none"> <li>• Work effectively with groups seeking assistance with organic and agroecological agriculture production support.</li> <li>• Promote and facilitate greater cooperation among organic farmers, improved sharing of production and technical information across farmers organizations, Governments, development partners</li> <li>• Facilitate sharing of best practices amongst the learning farms network and more broadly, specifically with the territories benefitting from the EU funded project PROTEGE</li> <li>• Ensure youth, women, people with low income and affected by climate change are actively engaged and empowered in organic farmers organizations and the Organic Learning Farms network organizations and projects.</li> <li>• Effectively represent POETCom with members, donors/development partners and the wider Pacific Islands agriculture sector, undertaking and/or supporting advocacy activities that support POETCom priorities.</li> <li>• Advocate for organic and agroecological approaches in the context of climate change and biodiversity conservation.</li> </ul>	<ul style="list-style-type: none"> <li>i) Organic Learning Farms are supported and represented.</li> <li>ii) Regional networks of farmer groups are increased and maintained through development and sharing of organic appropriate agroecological practices.</li> <li>iii) Appropriate organic and agroecological practices in the context of climate adaptation and biodiversity conservation are shared and promoted across Governments, institutions, development partners and POETCom stakeholders.</li> <li>iv) Youth, women, people with low income and affected by climate change and other underserved demographics are engaged and empowered.</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):

- Ensuring that appropriate organic and agroecological best practices to address climate adaptation issues are incorporated and adopted at National levels considering the complex cultural and agricultural environment.
- Building a sustainable system within POETCom and LRD to perpetuate organic and agroecology after the close of the organic learning farms network project.
- Working cooperatively with diverse stakeholders of potentially different viewpoints, to develop and build a high-quality project while maintaining high integrity and trust.
- Work cooperatively with international stakeholders, with potentially limited knowledge of the Pacific Islands region and associated challenges, to address organic production challenges
- Keep up to date on changes/development of organic appropriate agroecology best practices for the Pacific.

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<b>External –</b> <ul style="list-style-type: none"> <li>• PICT Governments and other national stakeholders.</li> <li>• Organic Learning Farms and First Circle early adopters</li> <li>• POETCom Affiliates</li> <li>• Project partners and donors</li> <li>• CROP agencies and other regional bodies and associations</li> <li>• NGOs</li> <li>• Government Agencies (Regionally)</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory</li> <li>• Strategic collaboration (capacity building)</li> <li>• Strategy development/implementation</li> <li>• Organizational / Project management</li> <li>• Service provision and support</li> <li>• Information curation and dissemination</li> </ul>
<b>Internal</b> Key internal contacts are: <ul style="list-style-type: none"> <li>• POETCom Coordinator</li> <li>• POETCom Staff</li> <li>• SPC Executive</li> <li>• Director LRD</li> <li>• Other LRD Program Leaders and Technical Advisers</li> <li>• LRD and SPC staff</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising on the future direction of the project and links to other POETCom and LRD activities</li> <li>• Advice on direction and implementation of the Kiwa Initiative funded project in line with LRD strategic direction</li> <li>• Integrated approach to implementation of LRD business plan requiring closer working relationship with the other LRD programs.</li> <li>• Contribute to the delivery of the Division's business plan.</li> </ul>

### Level of Delegation:

Routine Expenditure Budget: **NA**

Budget Sign off Authority without requiring approval from direct supervisor: **NA**

## 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>• Bachelor's degree in, tropical agriculture, forestry, environmental science, climate change or related field.</li></ul>	<ul style="list-style-type: none"><li>• Advanced degree in sustainable agriculture/forestry/agroforestry/ climate smart environmental studies, development studies.</li></ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"><li>• Extensive (+ 5 years) relevant work experience working with organic or agroecology sector or sustainable agriculture.</li><li>• Established network within the organic and agroecology community.</li><li>• Good knowledge of climate change and biodiversity issues in the Pacific.</li><li>• Good knowledge of climate adaptation issues in the agriculture sector.</li><li>• Excellent interpersonal skills across a multicultural environment, able to deliver information within a cross-cultural context.</li><li>• Understanding of organic practices.</li><li>• Proven representative experience through work at the national, regional, and international levels with a particular focus on advocacy, with a view to developing and maintain key relationships.</li><li>• Excellent English communication skills (oral and written).</li><li>• Excellent computer skills across necessary applications including database management.</li></ul>	<ul style="list-style-type: none"><li>• Experience in implementing project(s) across multiple countries.</li><li>• Experience with climate change advocacy and mitigation and adaptation practices.</li><li>• Experience with a national, regional, or international organization dealing with issues of agriculture, environment and/or sustainable livelihoods development.</li><li>• Experience in supporting the development of policy and provision of technical advice and support through an NGO or association.</li><li>• Demonstrated understanding of key social, economic, and political challenges faced by the Pacific Islands region</li><li>• Demonstrated understanding of key challenges and constraints impeding Pacific Islands access to organic and ethical markets.</li><li>• Extensive (&gt; 5 years) relevant work experience in the Pacific Islands and/or tropical, developing countries.</li><li>• A good level of French</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>• Organic and Agroecology practices.</li><li>• Climate change causes and mitigation and adaptation practices</li><li>• Report writing, planning, and organizing.</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Interpersonal skills.</li><li>• Attention to detail with high computer literacy.</li><li>• Communication and responsiveness to needs of stakeholders.</li><li>• Advocacy with demonstrated initiative and ability to think laterally to identify innovative solutions.</li><li>• Database management.</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• Using data and information management systems.</li><li>• POETCom Strategic plan, SPC SP, LRD Business Plan.</li><li>• Country agricultural policies and plans and national strategic action plans</li><li>• An understanding of the culture and traditions of the various Pacific Island Countries.</li><li>• A good level of French would be advantageous.</li></ul>
Awareness	<ul style="list-style-type: none"><li>• Global climate change and biodiversity activities/policies.</li><li>• SPC policies and procedures.</li><li>• LRD Office Procedures.</li></ul>

## Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Commitment/ Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Organization and attention to detail
- Negotiation/diplomacy

## Personal Attributes

- A good understanding of the cultures and the working environment in member countries and the ability to be proactive in developing new ideas to serve and to address the needs of member countries.
- High level of Professional Integrity and Ethics including confidentiality.
- Negotiation and diplomacy skills to reach consensus among stakeholders with different and passionately held views.
- Excellent communication skills with fluency in verbal and written English are essential to communicate with member country governments and other regional and international organisations. Knowledge of other languages spoken in the region is an asset.
- Strong computer literacy, preferably with Microsoft programs [Word, Excel, Access, Outlook, PowerPoint] and ability to use database, E-mail and the Internet. Knowledge of other programs such as Adobe and MapInfo and an understanding of spreadsheet and principles would be an advantage.

- Motivational skills with professional initiative and good work ethics with demonstrated ability to take initiative and draft succinct, simple, and understandable implementation plans.

#### **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.