



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Ocean Advocacy and Strategic Engagement Adviser
Division/Programme and Section/Project:	Geoscience, Energy and Maritime Division / Oceans & Maritime Programme / Ocean Management & Literacy Team / Pacific Maritime Boundaries Program
Location:	Suva, Fiji
Reporting to:	Team Leader, Ocean Management and Literacy
Number of Direct Reports:	None
Purpose of Role:	Under the direction of the Ocean Management & Literacy Team, the successful job holder will provide strategic engagement advice, event planning, partnership brokering, and advocacy support to Pacific Maritime Boundaries program of work, helping to meet requirements from multiple donors and projects while also enabling achievement of high-level program goals.
Date:	June 2022

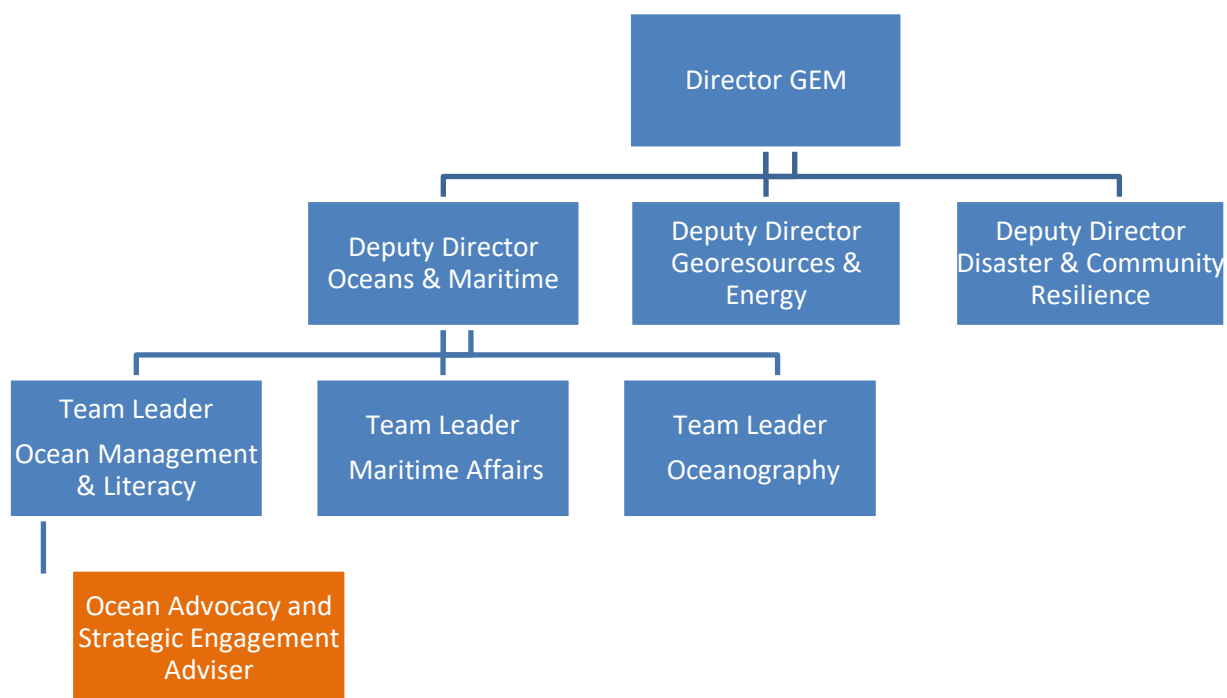
Vision

The Pacific Community is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

Organizational Context

The Geoscience, Energy and Maritime (GEM) Division of SPC is comprised of three programme and one Programming Performance and Systems Unit. The three programmes are: i) Oceans and Maritime; ii) Georesources and Energy; and iii) Disaster and Community Resilience. The Oceans and maritime Programme has a holistic approach in the four areas/sectors to successfully assist SPC members towards achieving four main outcomes: i) Good Oceans and Maritime Governance; ii) Sustainable Maritime Transport and Safe Navigation; iii) Strengthened Ocean and Coastal Monitoring and Prediction Services; and iv) Improved Ocean and Maritime Literacy and Capacity.

Organization Chart



Key Result Areas (KRAs):

Key Result Area 1: Strategic engagement advice (35%)

Key Result Area 2: Partnership coordination and knowledge management (30%)

Key Result Area 3: Event coordination (20%)

Key Result Area 4: Project reporting and proposal development (15%)

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

Jobholder is accountable for	Jobholder is successful when
KRA 1: Strategic engagement advice <ul style="list-style-type: none"> Develop and lead an engagement strategy to drive increased commitment to finalise maritime boundaries and zones Provide culturally-relevant engagement with key influencers in maritime boundaries-related work Coordinate with project staff, the Pacific Maritime Boundaries Consortium of partners, and other key stakeholders to design and operationalise the strategy Support updating and integration of existing project workplans, engagement, and communication plans Communicate the goals and key elements of the strategy to relevant stakeholders Regular monitoring and evaluation of the strategy to demonstrate impact 	<ul style="list-style-type: none"> Strategy is developed in line with Pacific Maritime Boundaries Consortium goals, the PIF International Engagement & Advocacy Action Plan, and multiple donor guidelines (DFAT, UK, EU). Strategy is aligned with Pacific Maritime Boundaries Theory of Change. Pacific Maritime Boundaries program engagement with key partners and audiences is effective and culturally informed. An annual strategic engagement calendar is created and maintained based on the identified targets, platforms, messages set forth in the strategy including specific events, information products, and activities. Relevant stakeholders understand the goals of the engagement strategy and employ complimentary activities and messaging.

<p>KRA 2: Partnership coordination and knowledge management</p> <ul style="list-style-type: none"> • Broker partnerships with Member countries and key regional partners • Organise and facilitate meetings of the Pacific Geospatial and Surveying Council and Pacific Maritime Boundaries Consortium • Provide advice and guidance to SPC staff and national focal points on ocean governance issues • Develop high-level briefs on ocean governance and programme-related topics for internal and external audiences • Prepare talking points and speeches for SPC Senior Leaders on programme and project-related topics • Coordinate development and update of knowledge and communications products (e.g. factsheets press releases, videos, webstories) • Support senior team leaders with appropriate briefings and position papers • Provide strategic advice and support as required to broader Ocean and Maritime Programme and the Pacific Community Centre for Ocean Science (PCCOS) 	<ul style="list-style-type: none"> • New partnerships built and existing partnerships strengthened. • Regional meetings of Pacific Geospatial and Surveying Council and Pacific Maritime Boundaries Consortium are well-organised and documented. • Quality and timely assistance and support, including high-level briefs, talking points, knowledge products, research, case studies and best practices. • Clear and consistent messaging on the critical nature of establishing and maintaining maritime zones in project materials. • Good coordination with relevant SPC staff and regional networks. • A range of collateral is available for use at events or other places or times where the project is visible to the public. • Strategic advice and support is available across the Oceans and Maritime Programme and PCCOS.
<p>KRA 3: Event coordination</p> <ul style="list-style-type: none"> • Coordinate planning for key maritime boundaries events, including workshops, meetings, and milestone celebrations • Develop concept notes, programmes and agendas • Contribute to coordination of messaging around major cross-CROP events (e.g. UN Ocean Conference, UNFCCC COP, PIF Leaders Meeting, Decade of Ocean Science for Sustainable Development) • Manage internal support or external consultants to develop products or materials, where necessary • Attend relevant national, regional and international meetings to promote activities (e.g. Pacific Maritime Boundaries Dashboard) • Advise on and coordinate awareness activities around World Oceans Day and other key annual events 	<ul style="list-style-type: none"> • Key events are well-coordinated and achieve desired outcomes. • Concept notes are thoroughly drafted and agendas well-planned • Meetings are attended, work promoted and key messaging about the programmes and outcome areas shared. • Consultancies or internal support are managed and materials delivered on time. • Pacific Maritime Boundaries events have well-defined engagement plans and goals. • Key dates are identified in the event calendar and engagement and visibility actions are planned.
<p>KRA 4: Project reporting and proposal development</p> <ul style="list-style-type: none"> • Develop results reporting approaches to meet diverse donor requirements around project milestones • Support development and dissemination of donor reports with TL Ocean Management and Literacy and/or Deputy Director Ocean and 	<ul style="list-style-type: none"> • Project reports are completed in a timely manner, demonstrating measurable outcomes. • High-quality proposals are developed. • Progress against key activities is consistently shown in results frameworks and annual reporting processes.

<p>Maritime</p> <ul style="list-style-type: none"> • Develop new project proposals • Contribute to integrated programming and sharing learnings and support • Draft performance stories and collating communications stats, contributing to annual results reporting processes. • Participation in SPC MEL Network events and discussions 	<ul style="list-style-type: none"> • OMP has an open channel to SPL and MELNet and is included in relevant events and learning opportunities.
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Most Challenging Duties Typically Undertaken (Work Complexity):

- Travel extensively within the region that has many health hazards such as malaria, dengue fever, non-potable water supplies and poor sanitary facilities
- Coordinating engagement and advocacy messaging across many internal and external partners on sensitive topics of vital regional importance
- Drafting high-quality reports and other writing as required
- Managing multiple tasks in terms of efficiency, accuracy and timeliness when content and context are based on external input
- Working to tight deadlines with competing demands for policy briefs and other briefing papers
- Building and maintaining effective relationships across SPC to support projects development, events preparation, or briefings
- Managing ad hoc requests outside of the agreed workplan
- Responding to different requirements and audiences, e.g. Pacific countries, CROP agencies, donors, and other SPC divisions

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 Member countries—esp. Ocean Offices and National Maritime Boundaries Teams (Ministry of Foreign Affairs, Lands, Defense, Attorney General) • Funding and development partners • CROP Partners (FFA, PIFS, OPOC) • National and regional media personnel • Vendors, consultants, service providers 	<ul style="list-style-type: none"> • Liaise within framework of strategy implementation • Managing relationships • Coordination and collaboration on activities • Develop support • Reporting activities • Providing information
<p>Internal</p> <ul style="list-style-type: none"> • Ocean Management and Literacy team • Ocean and Maritime Programme • Pacific Community Centre for Ocean Science (PCCOS) Team • GEM Communications/ Corporate Comms • Other SPC Technical Divisions and programmes 	<ul style="list-style-type: none"> • Seeks approval, informs, negotiates, collaborates, communicates, and facilitates

Level of Delegation:

Routine Expenditure Budget: 0

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

Person Specifications:**Qualifications**

Essential:	Desirable:
<ul style="list-style-type: none">• A tertiary degree qualification in public policy, diplomacy, international development, or Pacific Studies	<ul style="list-style-type: none">• Master's level qualifications in public policy, diplomacy, international development or Pacific Studies, with a natural resources, ocean governance, or climate change specialisation

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">• At least 7 years of related experience, including in senior levels of Pacific Island governments and/or donor agencies, high commissions or embassies• Proven experience in providing strategic advice on sensitive issues of national importance• Experience drafting, implementing and monitoring workplans or strategies• Ability to convey complex messages to different audiences• Excellent computer skills• Excellent writing skills and an eye for detail• Experience working in the Pacific• Excellent time management	<ul style="list-style-type: none">• Previous development experience (preference for DFAT, EU, UK projects)• Previous diplomatic experience• Familiarity with Law of the Sea, maritime boundaries, and other ocean management issues• Project reporting experience• Knowledge of the CROP system

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">- Partnership brokering and strategic engagement- Organisational and logistical skills- Prioritising and task coordination- Decision-making and problem solving
Advanced level	<ul style="list-style-type: none">- Pacific development landscape/ regional and national organisations and concerns- Event planning and coordination- Ability to meet deadlines- Aptitude for the provision of high-quality service and attention to detail- Experience with donor reporting
Working Knowledge	<ul style="list-style-type: none">- Pacific political landscape and diplomatic protocols- Law of the sea, ocean science, geospatial and/or climate change issues- Computer literacy, particularly with Microsoft Office
Awareness	<ul style="list-style-type: none">- Effective in a multidisciplinary, cross-cultural environment- Gender and cultural sensitivities- Stakeholder awareness- Confidentiality of information

Key Behaviours

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

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement
- Leadership
- Promotion of Equity and Equality
- Teamwork
- Supervision/Management (for managers only)

Personal Attributes

- Honest and hardworking
- Friendly with excellent interpersonal skills
- Ability to work unsupervised
- 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.