



Pacific
Community
Communauté
du Pacifique

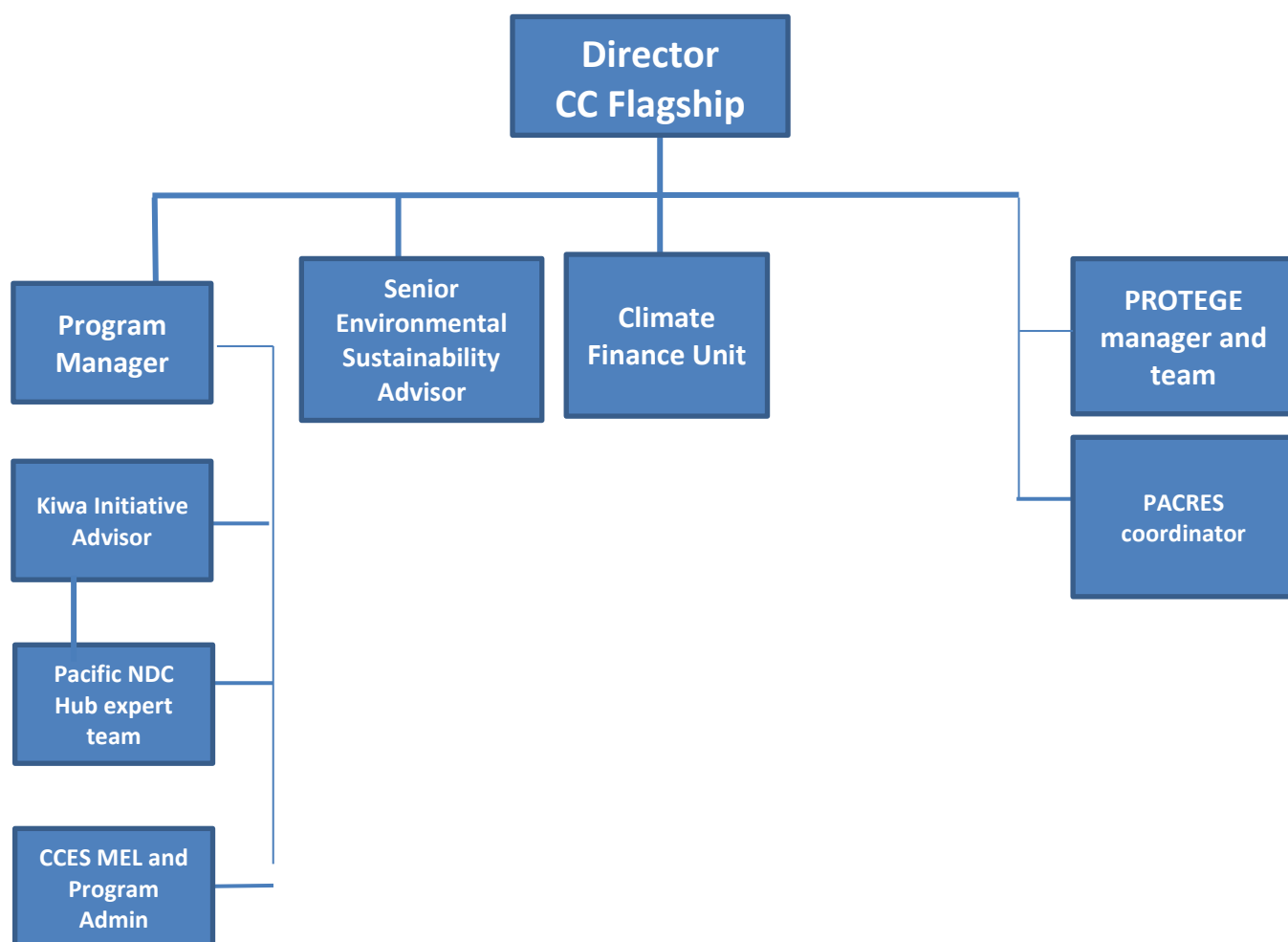
POSITION DESCRIPTION

Job Title:	Director, Pacific Community Climate Change Flagship Programme
Work Unit:	Climate Change and Environmental Sustainability CCES
Reports To:	Deputy Director-General, Science and Capability
Responsible For:	Up to 6 direct reports, with significant matrixed coordination responsibility across SPC, 24 in total
Job Purpose:	<p>To provide direction, support, and advocacy for the SPC Climate Change Flagship Programme.</p> <p>Specifically, the Director will:</p> <p>Lead and contribute to the development and implementation of a “One SPC” Climate Change Flagship programme, including coordination of SPC’s portfolio of climate change work and multisectoral integrated programmes of climate action, mainstreaming of climate change and environmental sustainability issues within the whole organisation, and championing climate change issues within SPC and externally.</p> <p>Provide leadership and management of the Climate Change and Environmental Sustainability (CCES) team to ensure the annual work plans for the programme are in line with the CCES Business Plan and the SPC Strategic Plan and address the needs and priorities of the members.</p> <p>Be responsible for resource mobilisation and reporting to donors to ensure adequate funding is available for all CCES projects and programmes to operate successfully now and in the future, including development of Green Climate Fund (GCF) and other climate finance projects in line with SPC’s priorities under the Climate Finance Unit.</p> <p>Work closely with member countries and territories, CROP agencies, International and regional partners within the areas of climate change and environment.</p>
Date:	July 2022

Organisation Context:

The SPC Climate Change and Environmental Sustainability Programme (CCES) was set up in January 2016 to strengthen and streamline its climate change initiatives. It consolidates existing climate change work of SPC

under a strategic and technical management, provides leadership in SPC's climate change and environmental sustainability actions, coordinates and liaises with regional and international partners for the organisation, and enhances mainstreaming of the issue within its divisional development work. The climate change framework (CC Framework), elaborated in 2018, articulates the position of SPC on climate change and serves as a blueprint to define the priorities of SPC in terms of climate change, its comparative advantages and key result areas for the next 5 years. This will be the basis for developing the new climate change flagship over the coming year.



Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Vision, Leadership and Direction of the Programme (20%)</p> <ul style="list-style-type: none"> • Coordinate inputs from members, SPC divisions and SLT representatives to frame SPC positioning on Climate Change for a coherent vision both internally and externally including in the format of a climate change flagship • Lead technical work that informs the SPC agenda on climate change and contributes to informing SPC strategic planning and change management • Ensure executive members are accurately informed of major sectoral issues • Promote a corporate SER culture of environmental and social responsibility and sustainability • Contribute usefully to collective decisions at the executive level, ensuring that issues of resilience, climate change impacts and environmental sustainability are taken on board and mainstreamed in the organisation • Provide climate change leadership positions and pieces of advice in high level, donor coordination or multi-agency meetings 	<ul style="list-style-type: none"> - CC Framework is updated and developed into the climate change flagship monitored - SPC Climate change work throughout the organisation is supervised and coordinated - Concise briefs on current climate change issues are provided to executives and information is provided for reports and presentations by the Director General - climate change concerns are addressed throughout the organisation (both in programs and operations) - SER practices and safeguards are mainstreamed in operations and programmes - The Director leads actively in Executive meetings, senior leadership team meetings and other high-level discussions on climate change
<p>KRA 2: Management of the Programme (people, operations, budget) (20%)</p> <ul style="list-style-type: none"> • Lead the revision and development of the Climate Change Flagship and CCES Business Plan in relation to the SPC Strategic Plan objectives and resource mobilisation targets • Ensure visibility and coordination of SPC efforts in Climate Change, through the work of the Information & communication unit • Oversee management of programme operations, in line with administrative and finance policies and procedures • Ensure adequate reporting as well as monitoring & evaluation of the Flagship's results and achievements • Manage, build, and sustain a motivated team, inspire a shared commitment and lead by example, enable staff to thrive through providing them with challenge, ownership, and feedback, drive a health & safety culture • Support the advancement of women in leadership such that it supports gender balance, and seek to foster a balance of diversity in the team • Supervise budgetary planning for CCES, monitor spending and disbursement, identify financial risks and opportunities, and ensure proper financial accountability and literacy • Supervise the preparation, elaboration, implementation and closure of initiatives and projects within the Flagship, minimizing risks for the organisation, communicating on results, ensuring stakeholders; participation and adequacy to the needs of SPC members 	<ul style="list-style-type: none"> - Information Section collates, produces, and effectively distributes information materials. - The Flagship enables recruitment and retention of staff with an appropriate mix of expertise to implement its work programmes. - Programme Staff performs with all satisfaction - Expenditure remains within budget. - Reporting requirements to CRGA, Conference and other relevant partners (including the GCF and Adaptation Fund) are met - The Flagship displays a healthy Project Cycle Management. - Actively track gender and diversity indicators in consultation with the HRSD programme, WIL and PWL team.

<p>KRA 3 : Resource mobilisation, donor management and engagement (20%)</p> <ul style="list-style-type: none"> • In close collaboration with the Director of Integration and Resource Mobilisation, develop and pursue climate change programme and multi-agency funding proposals • Develop and strengthen the Climate Finance Unit at CCES to provide support to member countries and territories in accessing climate finance from the GCF, Adaptation Fund and other sources (in collaboration with respective divisions) • Ensure partners are satisfied with the use and effectiveness of their funding • Maintain close and strong engagement with the GCF and other climate finance partners • Oversee the development of project and programme proposals in line with donor requirements and members' needs 	<ul style="list-style-type: none"> - Funding for at least one major project is approved each year - A well-considered and balance climate change project portfolio is maintained both for SPC and members using SPC as an accredited entity - Collaboration with other CROP and accredited entities servicing the region is well managed and clearly visible to members. - Overall climate funding is increased at SPC - Engagement Plan with the GCF is updated and monitored, Prioritisation Committee informed and engaged, accreditation renewed, and relationship enhanced - Climate Finance Unit is strengthened in capacity and quality of delivery - Project reporting is completed as required by the donors and project reviews and evaluations are favourable.
<p>KRA 4: Strategic and collaborative relationships with clients and other stakeholders (20%)</p> <ul style="list-style-type: none"> • Maintain strong, often matrixed working relationships across SPC • Maintain strong links with Climate Change ministries, NDAs and officials in member governments and territories and the PSIDS grouping • Maintain strong linkages with other CROP agencies and accredited entities and partners that deliver results to members in climate change and environmental management • Maintain and develop SPC's network of international partners active in climate change to complement SPC strengths and help deliver results to the countries and territories • Participate in useful coordinating arrangements and multi-donor/partners programmes for effective delivery of services to the countries and territories • Maintain strong relationship with GCF, AF, GEF and other key multilateral funding mechanisms and engage activity in the development of direction from the relevant mechanisms of the UNFCCC. 	<ul style="list-style-type: none"> - Work effectively involves other technical Divisions and support services. - There is a good working relationship across CROP agencies in relation to work on Climate Change including through the OneCROP plus. - Agreements and joint projects are implemented with other international agencies and NGOs. - Appropriate arrangements for meetings and coordination of multi-agency projects are maintained - Requests of member countries and territories are addressed - SPC is represented appropriately in international, regional, and national climate change conferences, meetings, and other forums. - Good working relationships are established with PSIDS Chair and focal points and AOSIS as required to support climate action priorities of the region.
<p>KRA 5: Support to SPC Senior Leadership Team, including Integrated Programming and joint initiatives (20%)</p> <ul style="list-style-type: none"> • Lead/ contribute to the cross-divisional integration efforts and initiatives and ensure that the Programme is well placed to respond and contribute to multisectoral approaches • Support to the SPC Senior Leadership Team in leading change in the organisation, developing corporate policies and plans, enhancing overall performance, and promoting a culture of sharing and learning • Representing SPC at regional and international fora, as appropriate, and communicate effectively to media and partners • Initiate new approaches or partnerships to enhance results by improving organisational culture, systems, and/or division programmes and services. 	<ul style="list-style-type: none"> - CCES Programme teams are brought together and encouraged to contribute to integrated programming approach for all relevant projects and/or programmes - Effective contribution to SPC Corporate Plans and policy papers - Tangible and recognized contributions to Senior Leadership Team meetings - Effective representation of SPC and regional members at regional and international fora. - OneSPC approach is embraced as it contributes to KFA1 of the Strategic Plan and the Climate Change Flagship. - CCES is welcomed by other Divisions as a shared expertise supporting the successful outcomes of other divisions priorities in climate change as well.

<ul style="list-style-type: none"> Constructively support better understanding of the connections between climate change and other regional and international issues that SPC works across. 	
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Work Complexity:

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> Developing and managing the diverse work programme of the Flagship and ensuring appropriate prioritisation of work for SPC members and other clients in resource-limited situations Providing advice in various international forums that responds to complex and often politically sensitive questions regarding the region's climate change challenges and priorities Ensuring adequate funding resources for the core business of the Programme in an environment of increasingly complex donor requirements and competing SPC multi-sectoral priorities Ensuring that the many reporting and administrative requirements of SPC are met, while allowing technical staff sufficient time to do their jobs Coordinating the SPC climate change portfolio across areas where the Director does not have line management responsibility. Coordinating with CROP and other partners to ensure perceptions of mandate overreach/duplication are addressed in an amicable and constructive way.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<ul style="list-style-type: none"> External - <ul style="list-style-type: none"> Directors and representatives of Climate Change Ministries, Ministers Heads of and senior staff in other CROP and intergovernmental/international agencies Representatives of donor partners and funding agencies Private sector and industry association contacts. PSIDS and AOSIS Chairs and Secretariats 	<ul style="list-style-type: none"> Agreement of national priorities for SPC work Agreement on joint projects and activities Pursuing project funding proposals, ensuring reporting requirements are met Exchange of information on areas of mutual interest Convening and chairing meetings – follow-up on actions agreed Responding to requests for information on regional issues and initiatives
<ul style="list-style-type: none"> Internal – <ul style="list-style-type: none"> DG, DDGs and SLT CCES section heads Corporate Services and Support Services 	<ul style="list-style-type: none"> Contribute to discussion and agreement on organisation-wide issues, briefing on climate change issues Planning and review of activities & work programmes. Advice on any sensitive or problematic issues Recruitment and staff issues; budgeting and financial reporting

Level of Delegation:

The position holder:

- currently manages annual operational budget totalling around 10 million Euro. It is expected that this will increase considerably as additional climate finance is secured.
- can authorise up to 45,000 Euro without supervisor's approval
- negotiates inter-agency Memoranda of Understanding and Project Financing Agreements
- chairs selection committees for senior posts in the Programme

Person Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none">• Postgraduate qualifications in environmental management, earth science, climate change, sustainable development, or equivalent field; or, alternatively, in management/administration with an undergraduate qualification in environment or a related field.	

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none">• At least 15 years' of demonstrated leadership and management experience in a public sector or research environment in managing climate change related work or a similar field, including in personnel, project, and financial management.• Advanced leadership and planning skills.• Experience in representation in regional or international meetings.• Demonstrated knowledge of and experience in climate change and/or environmental sustainability/sustainable development.• Demonstrated experience with the raising of external funding and liaison with international donors.• Demonstrated experience in multilateral climate and/or environmental negotiations and processes.• Demonstrated experience with the development of policy and the provision of policy advice.• Demonstrated effective communication, networking, and coordination skills.• Demonstrated ability to operate and represent effectively at national, regional, and international levels.• Good knowledge of the socio-political situations in Pacific Island countries and territories.	<ul style="list-style-type: none">• Good reputation regionally or internationally amongst relevant sectoral peers.• Good knowledge of the socio-political situations in Pacific Island countries and territories.• Cross-cultural skills and the ability to work with team members from diverse cultural backgrounds.• Extensive work experience in the Pacific Islands region and developing countries.• Experience at country level in Pacific Island countries• For English speakers, a good working knowledge of French

<ul style="list-style-type: none"> • Cross-cultural skills and the ability to work with team members from diverse cultural backgrounds. • 15 or more years' experience in sustainable development work in the Pacific region or regions similar in nature. • English and French are SPC's working languages. For this position fluency in English is required. . 	
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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	Climate change policy issues at international level Preparation of funding proposals Project management and reporting
Advanced level	Communication skills Programme management
Working Knowledge	Climate change science Environmental issues of the Pacific Social and political issues in the region Sustainable development in the region
Awareness	SPC policies and procedures CROP architecture and key stakeholders involved in climate change

Key Behaviours

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

Personal Attributes

- Patience and ability to keep focused on the job
- Thorough and conscientious
- Resilient and hard working
- Ability to take a long-term strategic view
- Ability to sum up the situation and make appropriate decisions quickly if required.
- Decisive and willing to make tough decisions.

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 our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the DDG Science and Capability. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.