



JOB DESCRIPTION

Job Title:	PIGOOS Coordinator
Division/Programme and Section/Project (if any):	PCCOS (Pacific Community Centre for Ocean Sciences)/GEM Ocean Prediction and Monitoring team
Location:	Suva, Fiji
Reporting to:	Head of PCCOS
Number of Direct Reports:	None
Purpose of Role:	The PIGOOS Coordinator will coordinate and manage the activities expected of the Pacific Islands GOOS programme. The role involves expanding the PI-GOOS programme substantially by identifying gaps, supporting needs assessments, and advocating for strengthening ocean observation capacity of PICTs as well as improving seasonal predictions of weather and climate. Additionally, the jobholder will represent the region in relevant forums, conduct stakeholder engagement and work internally within SPC and with partners to secure funding opportunities. The incumbent will coordinate and support ocean monitoring and modelling activities within SPC in close collaboration with existing activities in other divisions and with regional partners
Date:	June 2023

Organisational Context and Organisation Chart

In commemorating the SPC's 70th anniversary, the 10th Conference of the Pacific Community in 2017 agreed to task SPC to establish the PCCOS to be hosted at SPC in order to first set up a virtual Centre that brings together all of SPC's internal scientific and technical expertise around ocean science, and in a second phase to pursue the objective of becoming a true flagship initiative for scientific excellence and a dedicated regional science information and knowledge hub that brings together expertise in ocean and fisheries science through partnerships with other national and international scientific bodies. The initiative is now in its second phase, operationalizing and structuring PCCOS to implement integrated programming in ocean science and innovative international and regional partnerships to serve SPC's country member integrated ocean governance and management.

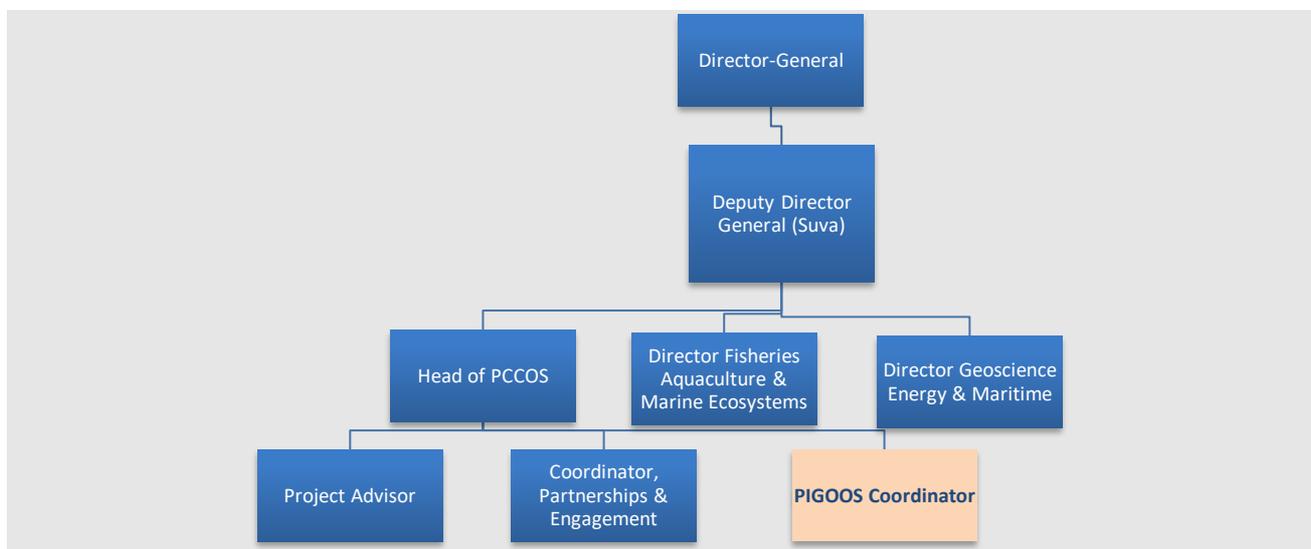
PI-GOOS is a network of regional organizations established in 1998 aiming to raise awareness of, and support ocean observing systems in the Pacific Islands region. It aims to identify and address gaps in the Pacific Ocean observing network. PI-GOOS is one of the 15 GOOS Regional Alliances (GRAs). GOOS (Global Ocean Observing Systems) unifies national observing systems to meet national needs, strengthen connections through learning and sharing, and make a greater set of ocean observations available to a global community. The Regional Alliances (GRAs) integrate these national needs into regional systems and deliver the benefits of GOOS's strategy, structure, and programmes at a regional, national, and finally global level. GRAs are

coalitions of nations and/or institutions that share GOOS principles and goals but are mostly concerned with local priorities and organized around ocean basins or coastal environments. GRAs interact with each other to learn and share best practices in implementing observing systems.

Current PI-GOOS Goals include:

- Provide and improve seasonal predictions of weather and climate, and their impact on Pacific Island Communities.
- Provide base data for longer-term predictions of weather and climate influenced by climate change.
- Raise awareness and use of the ocean observing system in the Pacific Ocean.
- Coordinate between other ocean and climate projects in the Pacific Ocean.
- Facilitate support of the ocean observing system and the deployments of associated instruments from Pacific Island Countries and Territories.

The new PIGOOS Coordinator will expand the PI-GOOS programme substantially managing and coordinating the PI-GOOS programme and supporting ocean monitoring and modelling activities within SPC in close collaboration with existing activities in other divisions and regional partners. The person will act as a key interface between the scientific divisions of SPC, PCCOS.



Key Result Areas (KRAs):

The new PIGOOS Coordinator will expand the PI-GOOS programme substantially, managing and coordinating the programme including engaging with stakeholders and representing the region in advocating and resource mobilising to address gaps in ocean observations within the region. The role will support SPC initiatives around ocean monitoring and modelling in close collaboration with divisions and regional partners.

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1: 40% Management of the PI-GOOS activities</p> <ul style="list-style-type: none"> • Provide advice on all aspects of the development of the GOOS programme in the Pacific Islands region through the preparation of medium-term (3-5 year) work plans. 	<ul style="list-style-type: none"> • Coordination of immediate programme and plans of action with the PI-GOOS Advisory Committee (or members thereof) • Preparation of annual work programme is completed in collaboration with all stakeholders and attains the approval of the PI-GOOS Advisory Committee.

<ul style="list-style-type: none"> • Facilitate the PI-GOOS Advisory Committee to ensure its effective operation and functioning by way of organising regular meetings, preparing annual reports and financial statements, and fulfilling all reporting requirements of PI-GOOS sponsors including MEL. • Support the development of project concepts and proposals, including drafting of budgets and timelines. • Develop and continuously update programme implementation documents (costed workplan, daily log, issue log, risk register, etc.) • Undertake procurement activities as required 	<ul style="list-style-type: none"> • Work programme is consistent and in line with GOOS programme as well as other guiding principles as advised by Advisory Committee. • Meetings and operations of the Steering Committee (interactively) are organised and facilitated on an annual basis, providing the necessary papers and reports before and after such meetings. • Programme Monitoring, Evaluation and Learning results are reported to stakeholders and development partners. • Programme activities are undertaken within SPC rules and regulations. • Lessons learnt are collated, accessible and capitalised on.
<p>KRA#2: 35% Advocacy, Coordination and Stakeholder Management</p> <ul style="list-style-type: none"> • Represent PI-GOOS at relevant national, regional, and international GOOS related meetings, actively participate in regional and international networks, chair working groups of established programmes, and engage in activities related to PI-GOOS to ensure cross-programme synergies and benefits. • Prepare briefings and reports to the GOOS, IOC, and UNESCO Secretariats, and provide a focal point for all activities under the IOC-UNESCO GOOS programme in the Pacific Islands region. • Provide guidance to ensure cooperation and collaboration between national, regional, and international partners, to identify and meet specific needs for coastal and ocean observations and identify funding opportunities to support the implementation of new observing programmes. • Foster opportunities to improve access to ocean data and information • Contribute towards publications and communication materials to raise the profile and awareness of PI-GOOS • Support the facilitation of stakeholder engagement strategies and workshops. • Support the facilitation of needs and capacity mapping in ocean services in the region. 	<ul style="list-style-type: none"> • Programme activities are well coordinated, and advisory committee, partners and stakeholders are well informed. • Good working relationships with Pacific Regional Organisations and partners are established and maintained. • Programme outputs and activities are integrated into SPC internal activities as well as existing activities within the region. • The needs of the Stakeholders related to ocean services is well captured and understood by GOOS and other relevant partners.

<p>KRA#3: 25% Technical Support, Training and Knowledge Sharing</p> <ul style="list-style-type: none"> • Manage and contribute to the development of PI-GOOS web page. • Ensure proper archiving and distribution of data, in accordance with international standards. • Keep up to date with relevant technologies and advancements related to ocean science for the benefit of the region. • Identify and research new products/tools and liaise and collaborate or negotiate with providers of services/tools for Pacific wide use. • Collaborate and contribute to the development of ocean science related training materials. • Coordinate GOOS, IOC/WMO related trainings for the region • Support the IOC Regional Training Centre • Integrate identified knowledge gaps and user requirements into training materials. • Initiate, develop, and maintain working collaborations with regional and international partners on topics related to ocean science in particular ocean observations. 	<ul style="list-style-type: none"> • PI-GOOS website is maintained and routinely updated. • Dashboards and tools and model visualization solutions is suited to the region and accessible to the stakeholders. • Relevant ocean science trainings and attachments are undertaken within the region. • Stakeholders have the capacity and understanding to apply provided information in Ocean Science

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):

<ul style="list-style-type: none"> • Manage the PI-GOOS programme with regular reporting to, and oversight from, the PI-GOOS Steering Committee • Developing and implementing innovative/tailored methodologies based on cross-cutting technologies and latest scientific findings. • Manage ad hoc requests made outside of the agreed work plan. • Work with people from different backgrounds according to culture and work ethics • Engaging with practitioners and professionals from sectors and disciplines not related to ocean or climate science

Functional Relationships & Relationship Skills:

<p>Key internal and/or external contacts</p>	<p>Nature of the contact most typical</p>
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<p>Key internal contacts are:</p> <ul style="list-style-type: none"> • PCCOS team • GEM ocean prediction and monitoring team • GEM COSPPac project team • Pacific Data Hub • FAME Oceanic Fisheries team • FAME Coastal Fisheries team 	<p>Regular contact, in-person or remotely.</p> <p>Frequent travels between New Caledonia and Fiji are expected.</p>
<p>Key external contacts are:</p> <ul style="list-style-type: none"> • International coordinating bodies (GOOS, IOC/UNESCO, WMO etc.) • CROP agencies (SPREP, USP ...) • PMC/PIMOS Panel • Regional Partners (IMOS, PacIOOS) • Academic Partners (IRD, UoH, CSIRO, NIWA, BoM, etc.) 	<p>Coordination and liaison.</p> <p>Regular email contact, and workshop/conference attendance.</p>

Level of Delegation:

Routine Expenditure Budget: 0 €

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

Personal Specification:

Qualifications

<p>Essential:</p>	<p>Desirable:</p>
<ul style="list-style-type: none"> • Postgraduate level in natural sciences preferably climate science, marine science, environment science, oceanography, or related discipline 	<ul style="list-style-type: none"> • Working experience in the Pacific in the areas of ocean science, climate change adaptation and disaster risk reduction

Knowledge/Experience

<p>Essential:</p>	<p>Desirable:</p>
<ul style="list-style-type: none"> • At least 5 years' experience in technical and applied science activities including planning, analysis, development of associated tools and products. • Demonstrated experience in programme coordination and monitoring and evaluation including financial management, proposal and report writing with a high level of organisational, analytical, problem-solving and facilitation skills and working with donors and developing country partners. • Knowledgeable in and good understanding of weather, climate and ocean issues and processes in the Pacific, including donor and development agency priorities, regional strategies, and sector drivers. • Good level of computer literacy, experience with computer programming and modelling 	<ul style="list-style-type: none"> • Applied research experience in support of scientific applications. • Professional practical experience in Pacific Island environments • Strong awareness of PIC issues particularly as they relate to oceans, climate change, disaster risk and sustainable development. • Experience as a trainer or trainer of trainer

<ul style="list-style-type: none"> • Experience in stakeholder management and capacity building • Experience with data handling, databases, and display systems • Demonstrated oral and written communication skills in English. 	
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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"> • High-level engagement at international forums and conferences, leading Pacific dialogue in relevant meetings. • Problem-solving skills • Stakeholder engagement • Working with multiple partners and agencies
Advanced level	<ul style="list-style-type: none"> • Ocean and climate change science • Ocean observation systems • Training and facilitation • Project Management
Working knowledge	<ul style="list-style-type: none"> • Online databases and portals • Project communications • Monitoring, evaluation, and learning
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies • Have a broad understanding of the region and its technical and human resource requirements. • Adaptation and development issues in small Pacific Island countries

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.