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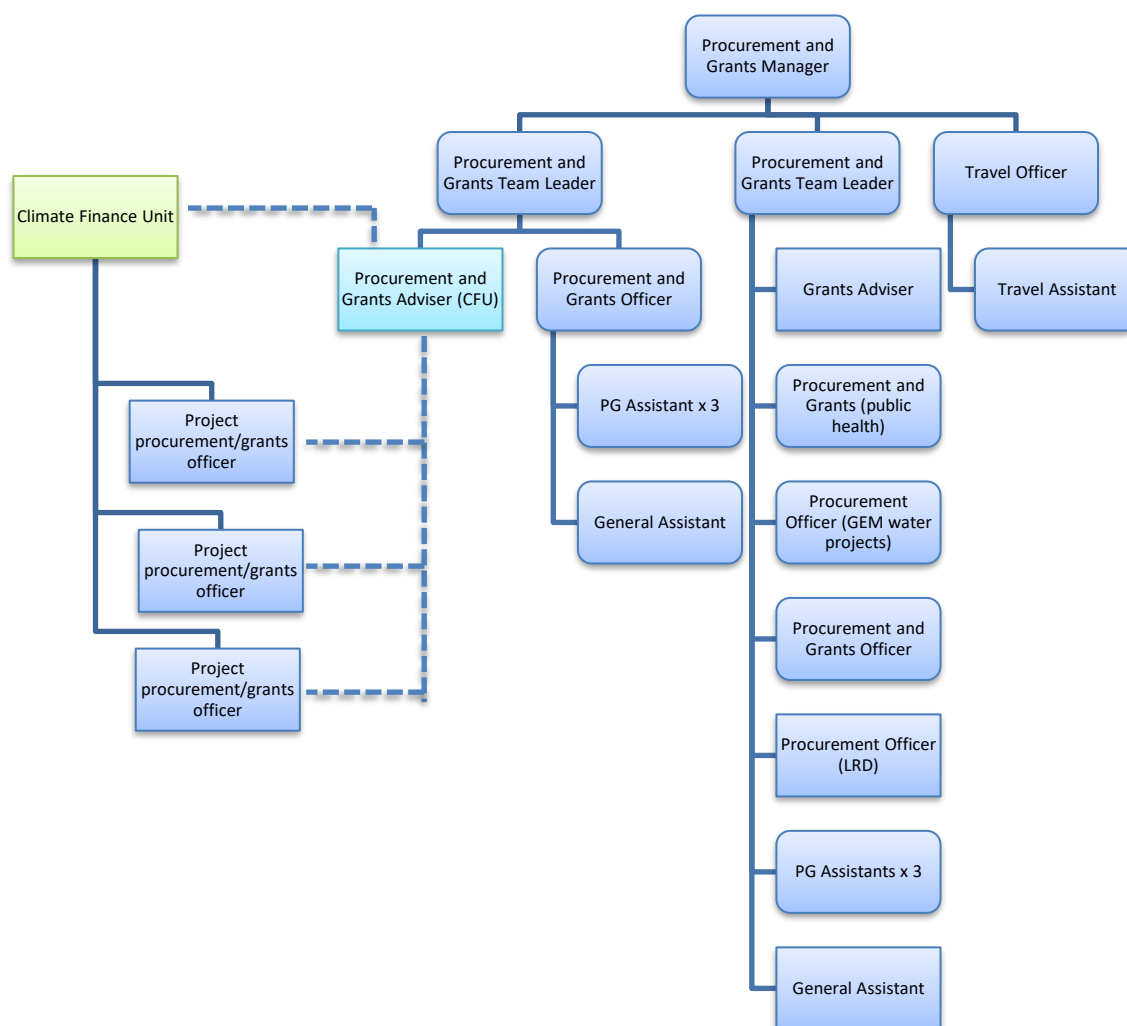
JOB DESCRIPTION

Job Title:	Procurement and Grants Adviser (Climate Finance Projects)
Division/Programme and Section/Project (if any):	Procurement and Grants Team
Location:	Noumea, New Caledonia
Reporting to:	Procurement and Grants Team Leader
Number of Direct Reports:	Up to 3
Purpose of Role:	To lead and support the procurement and grants officers working on SPC's climate finance projects, and oversee the procurement and grant activities within those projects, including providing accurate, expert and specialist advice on grant and procurement activities; and ensure compliance with SPC organisational policies and development partner requirements
Date:	January 2023

Organisational Context and Organisation Chart

The Procurement and Grants Team is part of the Operations and Management Directorate. The Climate Finance Unit is part of the Climate Change and Environmental Sustainability programme and is responsible for development and oversight of SPC's climate projects financed by the Green Climate Fund, the Adaptation Fund and other sources of climate finance.

The Procurement and Grants Adviser (Climate Finance Projects) will sit within SPC's central Procurement and Grants Team and report to the Procurement and Grants Team Leader. The Adviser will have a dual reporting line into the Climate Finance Unit, and will have matrix management responsibility for procurement and grants officers working on the climate finance projects. This portfolio of projects is expected to grow over time. The position will also provide support, where feasible to other SPC divisions, projects and actions.



Key Result Areas (KRAs):

The position of Procurement and Grants Adviser encompasses the following major functions or Key Result Areas:

1. Operations: procurement and grants (30%)
2. Procurement and grants advice (25%)
3. Outreach, education and training (25%)
4. Systems, processes, audits and reporting (20%)

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

Jobholder is accountable for	Jobholder is successful when
KRA 1: Operations: procurement and grants (30%) <ul style="list-style-type: none"> Provide leadership, support and advice to the procurement and grants officers working on projects overseen by SPC's Climate Finance Unit (CFU). Oversee the procurement and grants actions for SPC's climate finance projects, including Expressions of Interest (Eols), Requests for Proposals (RFPs), Requests for Quotations (RFQs,) Calls for Proposals (CFPs), non-competitive procurements (NCPs) and exceptions requests in accordance with SPC's <i>Procurement Policy</i> and <i>Grants Policy</i> and donor requirements. Where necessary for any other divisions or programmes, manage the RFP or CFP processes, 	<ul style="list-style-type: none"> Annual procurement and grants plans for CFU projects and collaborating divisions are prepared on time, monitored, updated and implemented. Procurement and grants officers within the CFU projects are matrix managed, well supported and deliver outcomes and results. Allocated procurement and grant actions (RFPs, RFQs, CFPs and NCPs) are progressed and actioned with effective outcomes through the appropriate processes. Specialised development partner requirements are met. Solutions identified for specialised procurement or grants actions and are actioned professionally and in a timely manner.

<p>and provide advice on RFQs and other procurement and grants processes.</p> <ul style="list-style-type: none"> • Prepare procurement documents for RFPs and RFQs, including the technical statement of needs for specialised materials. • Provide support to all CFU programmes/projects (in coordination with other participating divisions and implementing partners) on formulation of annual procurement plans, and development of procurement and grants documentation. • Coordinate and support capacity assessments of SPC member and other relevant organisations (NGOs, CSOs, private sector, etc.) for climate finance targeted countries, vis-à-vis their capacities to act as executing entities, implementing partners or other roles within project execution, including systematic and rolling assessments of government institutions. • Manage external relationships with vendors and grantees, including preferred suppliers. 	<ul style="list-style-type: none"> • Preferred supplier agreements for specialised procurement activities are in place and well-managed. • Manage and track international shipments of goods, materials, equipment, etc. to Pacific Island Countries and Territories, including shipments with specialised requirements. • Contracts are negotiated and finalised. • Contractual and supply issues are effectively resolved. • Grants call for proposals are managed in a timely manner based. • Capacity assessments for prospective executing entities and implementing partners are available to guide decision-making on project implementation arrangements. • Procurement and grants actions are compliant with SPC's and donors' requirements, including record keeping.
<p>KRA 2: Procurement and grants advice (25%)</p> <ul style="list-style-type: none"> • Provide expert advice to CFU staff and other allocated SPC divisions on procurement and grants processes, including appropriate use of exceptions. • Provide advice and assistance to project level Procurement Officers in the climate finance portfolio on SPC procurement policy and how to ensure compliance with SPC and donor requirements. • Advice to decision-makers (including the Procurement Committee) on complex procurement and grants issues taking into account stakeholder's requirements to ensure value outcomes • In project development, quality advice is given on the best and most effective methodologies to achieve desired outcomes, while meeting member needs and donor requirements • Advice provided to decision-makers on how to manage ethical issues; integrity demonstrated. • Risks identified, mitigated and/or escalated 	<ul style="list-style-type: none"> • Expert advice provided on complex procurement and grants issues at CFU and project levels • Procurement Committee and other key decision-makers are fully briefed and advised on appropriate actions • In project development, quality advice is given on the best and most effective methodologies to achieve project outcomes • Advice and assistance provided on technical evaluations • Risks managed • Carry out risk analysis of high value and complex procurement actions • Carry out risk analysis on complex grants actions
<p>KRA 3: Outreach, education and training (25%)</p> <ul style="list-style-type: none"> • Provide capacity building to SPC staff in procurement and grants functions to ensure compliance with SPC's <i>Procurement Policy</i> and <i>Grants Policy</i> and donor requirements. • Provide capacity building to project level Procurement Officers in procurement and grants functions to ensure compliance with SPC's <i>Procurement Policy</i> and <i>Grants Policy</i> and donor requirements. • Provide external capacity development to members, implementation partners, grantees and others, as necessary for operational requirements of projects. • Build collaborative relationships with staff across OMD, SPC, project-based staff and governments. • Ensure communication with key stakeholders and build strong relationships. 	<ul style="list-style-type: none"> • CFU projects and other divisions are supported in understanding the requirements of the procurement and grants processes and functions. • Capacities of members, implementation partners, grantees and other external partners are increased. • Client relationships are robust and well maintained. • Communication with stakeholders is open. • Vendors and applicants are supported in understanding their obligations to apply for grants and to build their operational capacity to manage grants.

KRA 4: Systems, processes, audits and reporting (20%) <ul style="list-style-type: none"> Contribute to improving procurement and grants tools and systems to assist with building understanding and compliance and facilitate project audits. Identify and collaboratively implement improvements in processes, procedures, tools and systems, including monitoring and evaluation. Plan for and support internal and external audits on projects, ensuring documentation requirements are met. Contribute to and support project- and portfolio-level reporting on SPC's climate finance projects in coordination with individual project management units to ensure that donor reporting requirements concerning procurement and grants are met. 	<ul style="list-style-type: none"> Improvements in processes, procedures, tools and systems are implemented. Active contribution to the reform of the procurement and grants functions. Other support for the Procurement and Grants Team as required. Audits on CFU projects are successful and lessons from audits are integrated in adaptive management of projects. Reporting to development partner and donors is accurate, timely and compliant.
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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"> Matrix management of a diverse and dispersed team Sourcing and supply chain management of to remote locations Development of complex calls for proposals, or requests for proposals Advice to the CFU on project design and implementation to meet donor needs and requirements Advice to the Procurement Committee and key decision-makers on complex procurement actions and activities Capacity building of potential applicants Negotiation of high value contracts following approval by the Procurement Committee

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: <ul style="list-style-type: none"> SPC members benefiting from the project Bidders/Vendors Applicants/grantees Shipping agents 	Advice on procurement and grants activities Negotiations of procurement contracts or grant agreements Management of preferred supplier contracts Capacity development of members / applicants/grantees Management of supply chain, including delivery of goods
Internal Key internal contacts are: Advise/Liaise <ul style="list-style-type: none"> CCES senior management CFU project managers and procurement officers PG staff Legal Team Procurement Committee 	Reporting on project procurement and grants activities Expert advice on procurement and grants activities Developing statement of needs and documentation for procurement and grants activities Briefing of Procurement Committee Training and support to staff

<ul style="list-style-type: none"> Procurement and grants staff embedded in divisions 	
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Level of Delegation:

Routine Expenditure Budget: n/a

Budget Sign off Authority without requiring approval from direct supervisor: n/a

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"> Advanced university degree (Master's degree or equivalent) in a related field CIPS Level 3 Advanced Certificate in Procurement and Supply Operations (or equivalent) 	<ul style="list-style-type: none"> Bachelor's degree in law, finance, procurement, administration or international development or related field

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 7 years' experience providing advice on procurement and grants matters in a public sector environment, including at least 2 years' specialized experience in procuring, sourcing and managing procurement for climate finance projects Fluent in English 	<ul style="list-style-type: none"> Experience in providing advice on procurement and grants in an intergovernmental organisation Pacific experience Professional French

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"> Procurement sourcing, supply management, advice Influencing decision-making through advice and support
Advanced level	<ul style="list-style-type: none"> Grants experience Written and oral communication Customer relationship management Teamwork and collaboration Negotiation Relevant SPC Policies, including Procurement and Grants Planning
Working knowledge	<ul style="list-style-type: none"> Microsoft Office products

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.