



JOB DESCRIPTION

Job Title:	Project Implementation Officer (Integrate Pasifika)
Division/Programme:	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
Location:	Suva, Fiji
Reporting to:	Disaster Risk Team Leader (DCRP)
Number of Direct Reports:	0
Purpose of Role:	Responsible for working with collaborating entities in the region to support and conduct, monitoring, evaluation, research, and learning (MERL), to improving peer-to-peer exchanges and knowledge sharing to increasing Pacific Island country's ability to provide technical support in the area of risk informed decision making with respect to building resilience to climate change impacts. The role will also support the various risk projects in DCRP and across GEM.
Date:	September 2023

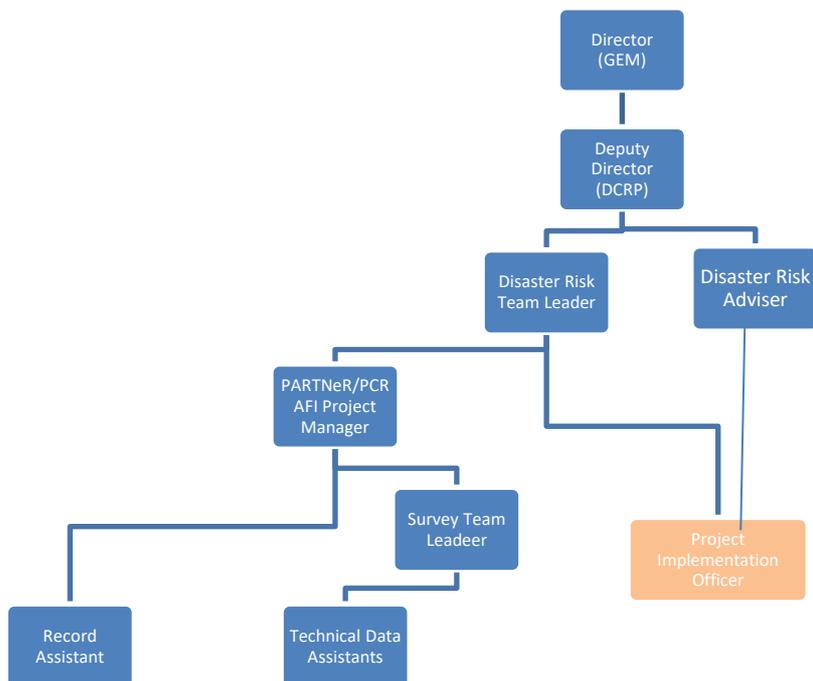
Organisational Context and Organisation Chart

SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

The GEM Division uses scientific and technical innovations to develop solutions that help overcome development challenges in the Pacific. GEM consists of four key technical programmes: Disaster and Community Resilience Programme (DCRP), Oceans and Maritime Programme, Georesources and Energy Programme, and Earth and Marine Observation Programme.

SPC has brought together its efforts in disaster risk reduction and water and sanitation, along with relevant climate change adaptation and natural resource management initiatives, into an integrated Disaster and Community Resilience Programme (DCRP). Part of SPC's Geoscience, Energy and Maritime (GEM) Division, the DCRP was formed to better support our Member Countries achieve their sustainable development goals through evidence-based action and partnerships for resilience. By bringing these related areas together, the DCRP is focusing SPC efforts to support Member Countries to demonstrate strengthened resilience through integrated actions on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation. The DCRP delivers this work through a series of projects and programme funding, coming together through integrated programmatic delivery (<https://gem.spc.int/key-work/DCRP>).

Integrate Pasifika is a NZD2.65 million project and sitting within DCRP. It seeks to improve peer-to-peer exchanges and knowledge sharing and contribute to increasing Pacific Island countries ability to provide technical support in the area of risk informed decision making with respect to building resilience to climate change impacts. It aims to build both regional and national capacity in technical areas and facilitate peer to peer learning and exchange, providing a platform for practitioners, and space for decision makers.



Key Result Areas (KRAs):

- KRA 1: Stakeholder Engagement and Coordination (30%)
- KRA 2: Training, Monitoring, Evaluation, Research and Learning (30%)
- KRA 3: Documentation and reporting (20%)
- KRA 4: Supporting and advising on project implementation, and management (20%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Stakeholder Engagement and Coordination (30%)</p> <ul style="list-style-type: none"> • Identify and regularly communicate with stakeholders for meetings, and document minutes and feedback, including regular updates, progress reports, and meeting minutes. • Suggest necessary changes to the project activities and schedules based on stakeholder and team’s feedback. • Support strong relationships with all stakeholders. • Assist with stakeholder management and collaboration. • Promote networking between local risk reduction and resilience stakeholders at all levels. • In line with workplan, establish and maintain effective communications managing country expectations. 	<ul style="list-style-type: none"> • Regular and effective communication with stakeholders, including project updates, progress reports, and meeting minutes and others that inform DCRP objectives. • Strong relationships with stakeholders, including government agencies, community organizations, and private sector partners • Responsiveness to stakeholder feedback and concerns, including making necessary changes to the project plan based on stakeholder feedback • Effective management of stakeholder expectations, including addressing any issues or concerns promptly and transparently.

Jobholder is accountable for	Jobholder is successful when
	<ul style="list-style-type: none"> Regional, national and project forums and meetings are successfully held, and outcomes captured. Networking and collaborating opportunities, and knowledge sharing outcomes are reported in project report.
<p>KRA 2: Training, Research, and Learning (30%)</p> <ul style="list-style-type: none"> Conduct technical and research analysis, advice, and support to risk sharing regionally and nationally. Research the feasibility of new and current applications for risk information and risk knowledge management platforms. Support communities of practice promoting access to and use of risk information Work with the SPC Communications representative to ensure appropriate communications, engagement and visibility activities for the project activities are being implemented in line with the communications strategy and project workplan. Support the DRM Adviser and Team Leader to facilitate access to expertise, and knowledge sharing within and between Pacific Island countries, and promote Pacific-Pacific cooperation. 	<ul style="list-style-type: none"> An assessment of regional and national knowledge sharing and knowledge management platforms in the region via surveys with countries is completed, data collated and analysed to develop technical report for consultation with countries and partners. User surveys analysed and reported as needed, as well as where feasible developed into knowledge management products and shared with stakeholders. Communications, Engagement and Visibility Strategy is developed with Communications team for agreement with Project team. An analysis of possible options for strategies for disaster risk Information knowledge risk sharing system for DCRP Information products developed. Visibility of outputs and outcome are also communicated and shared with stakeholders in a timely manner. DRM Adviser and Team Leader are successfully supported to develop risk information products to support reports by DCRP.
<p>KRA 3: Documentation, M&E and reporting (20%)</p> <ul style="list-style-type: none"> Ensure processes, research outcomes and best practices for risk and knowledge sharing are documented. Document project related activity, and support Project MERL. 	<ul style="list-style-type: none"> Activity outputs and outcomes are appropriately documented and reported Monitoring and evaluation results are appropriately communicated for visibility, knowledge management and reporting purposes.
<p>KRA 4: Supporting and advising on project implementation, and management (20%)</p> <ul style="list-style-type: none"> Support the implementation of Integrated Pasifika plus other disaster risk related projects in DCRP. 	<ul style="list-style-type: none"> Adequate support is appropriately reflected in reporting. Other projects positively report on support provided.

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):

- Coordinating and facilitating information exchange, networking and collaboration across multiple countries.
- Managing at times contrasting expectations of country counterparts, collaborating agencies, SPC and the donor.
- Balancing delivering project activities in a timely manner versus waiting/receiving country stakeholder feedback in a timely manner.
- Ensuring activities are implemented according to the budget, timeline and implementation parameters including the relevant operating manuals and guidelines.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Donor (MFAT) • Other regional and international organisations • National government agencies • NGOs and civil society groups across the region • Private sector organisations across the region • Recipient communities • Media (national) • Consultants and firms • Climate change and disaster risk management networks 	<p>Consultation, coordination, and collaboration</p> <p>Direct national liaison</p> <p>Service provision and support</p> <p>Presenting knowledge and feedback from research</p>
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Project Manager • Other project staff • DCRP Deputy Director • Other DCRP staff members • MERL and communications teams • Professional staff from related SPC projects/divisions • SPC Operations and Management teams, in particular, Finance, Legal, HRSD, CCES 	<p>Reporting, liaising, facilitating, coordinating and negotiating</p>

Level of Delegation:

Routine Expenditure Budget: 0

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

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A bachelor's degree from a recognised institution (or equivalent work experience) in a discipline relevant to GIS, project management, international development, natural resources management, climate resilience or disaster risk management. 	<ul style="list-style-type: none"> • Training in MERL. • Project management experience.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least up to 3 years in project related coordination/management position ideally in the Pacific region. • Demonstrated understanding and experience in project management. • Demonstrated experience with facilitating multi-stakeholder participatory, meetings. • Demonstrated experience in successfully building capacity through training, mentoring, and coaching. • Demonstrated experience in liaising and negotiating with Pacific Island countries for meetings, training, and feedback on surveys. • Experience in working in culturally and disciplinary diverse and dispersed teams. • Experience in project related research. • Experience in report writing. 	<ul style="list-style-type: none"> • Understanding in adaptive and results-orientated project management. • Understanding of the disaster risk, challenges, solutions, priorities and coordination in the Pacific region (science to policy).

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"> • Interpersonal, liaison, negotiation, networking, and relationship building skills in a multi-cultural environment, especially with Pacific Islanders • Good listener • Written and oral communication skills, including good written English and the ability to write for and report to a variety of stakeholder hierarchies to a high standard. • Able to work under pressure and to deadlines.
Advanced level	<ul style="list-style-type: none"> • Skills in project design, management and implementation • Procurement, grants and contract management skills • Skills in financial management for projects • Capacity building and mentoring skills • Computer skills, including with the Microsoft Office Suite and with project management software, information management and decision support software/tools • Ability to undertake MERL within environments that have technology and capacity limitations

Working knowledge	<ul style="list-style-type: none"> • Able to motivate others • Able to effectively communicate on DRM/climate change issues and solutions with a diverse range of technical and non-technical audiences • Behavioral change methods • Participatory, gender and social inclusion approaches • Environment impact analysis and environmental planning • Financial management procedures for different donors (including the EU)
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies

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 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.