



JOB DESCRIPTION

Job Title:	Project Manager – Pacific Energy and Gender Strategic Action Plan (PEGSAP)
Division/Programme and Section/Project (if any):	Geoscience, Energy and Maritime (GEM) Division Georesources and Energy Programme (GEP) Pacific Energy and Gender Strategic Action Plan (PEGSAP)
Location:	Suva, Fiji
Reporting to:	Team Leader - Energy Security
Number of Direct Reports:	2
Purpose of Role:	<p>The position of Project Manager will lead the implementation of the Pacific Energy and Gender Strategic Action Plan (PEGSAP). It will focus on coordinating and overseeing the daily implementation of project activities, working in partnership with key stakeholders in the 14 Pacific Island Countries (PICs), liaising with partners and service providers, providing regular updates and reporting to the US embassy Suva and other donors, and providing regular updates to the Team Leader – Energy Security and the Deputy Director GEP.</p> <p>The PEGSAP Project Manager will be working with internal and external partners to ensure all project activities are completed within the schedule timeframe and the successful implementation of the project. Additionally, this position is responsible for effective coordination of project tasks with national counterparts and key stakeholders in PICs. The position works with teams across the GEM Division and across SPC divisions.</p>
Date:	August 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 27 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/>).

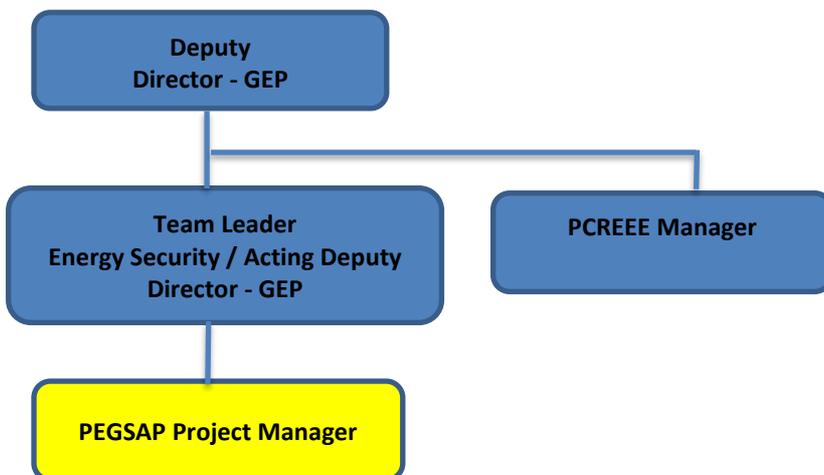
The Geoscience, Energy and Maritime Division (GEM) uses scientific and technical innovations to develop solutions that help overcome development challenges in the Pacific. The Division supports Pacific Countries and Territories by developing critical data, applied science and technical solutions to overcome challenges faced by our members. We work in partnership with countries to better understand these challenges whilst supporting and developing innovative solutions to overcome some of the greatest risks faced by this region.

The Georesources and Energy Programme (GEP) brings together the Economic Development Division and our Georesources team. The inextricable links between understanding and use of Pacific georesources and their link to the development of sustainable energy systems ensures the programme effectively integrates along each stage of the supply chain. This model ensures increased support for our members to understand, protect and manage these resources sustainably.

Since 2003, the Pacific region has been working towards mainstreaming gender in the energy sector, including clean and renewable energy. This work contributed to the establishment of the Pacific Energy and Gender Network, the development of awareness-raising materials, workshops and trainings, and the development of the second regional Pacific Energy and Gender Strategic Action Plan (PEGSAP) 2020-2030.

The overarching goal of PEGSAP is to reach meaningful gains in gender equity and equality within the context of the renewable energy sector through improved gender-responsive policy and institutional frameworks, and increased career and income generating opportunities for women and girls in order to facilitate their economic security. It sets out to promote transformative action by taking the critical steps necessary to create the right conditions and provide the necessary support for women and girls at the institutional, service providers/businesses, society/community, and individual level.

The PEGSAP Project Manager is accountable to the Team Leader – Energy Security and will be part of a multidisciplinary team. They will also work closely with the PCREEE (Pacific Center for Renewable Energy and Energy Efficiency) team. The incumbent will participate in the relevant Energy Security Unit, GEP, and divisional activities, and will contribute to integrated programming across SPC – working particularly closely with the Pacific Women Lead Programme within the Human Rights and Social Development (HRSD) Division. This position will add to SPC’s institutional capacity to support gender approaches in the energy sector.



Key Result Areas (KRAs):

KRA#1: Project Management (20%)

KRA#2: Implementation of PEGSAP activities (40%)

KRA#3: Spearheading the resource mobilisation / fundraising efforts for the PEGSAP (20%)

KRA#4: Coordinating the Pacific Energy Gender Initiative (PEGI) and network, and monitoring the implementation of the PEGSAP (20%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1: Project Management (20%)</p> <ul style="list-style-type: none"> • Demonstrate sound leadership in managing the PEGSAP • Recruit and lead / manage the PEGSAP Project team and Consultants • Undertake regular project planning and prepare / revise project annual work plans and budgets • Lead and coordinate the day-to-day implementation of project activities • Liaise with other units within GEP and GEM and the HRSD to ensure better collaboration and complementarity of efforts • Initiate and coordinate all project procurements in alignment with SPC procurement policy • Provide financial management oversight of the project by liaising regularly with GEM Division Finance staff • Coordinate the development and implementation of the project Monitoring, Evaluation and Learning (MEL) framework • Coordinate the development and implementation of the Project Communication strategy • Coordinate the development and implementation of the project risk management strategy • Prepare the project progress and annual reports and ensure finance reports are prepared and submitted on time • Provide regular update to and seek guidance from the Team Leader – Energy Security and Deputy Director – GEP 	<ul style="list-style-type: none"> • Team efficiency, moral and motivation maintained and enhanced, and staff performance appraised • Project team and Consultants successfully delivered on their JDs / assignments • Project work plan implemented successfully and in a timely manner and within budget • Project activities successfully completed and within the required timeframe • Collaboration and complementarity of efforts with GEP, GEM and HRSD enhanced • All project procurements undertaken and successfully completed • Sound project financial management system followed and audited financial reports completed and submitted • Project MEL framework implemented and corrective measures successfully undertaken • Project communication strategy developed and successfully implemented • Project risks identified and successfully mitigated • Progress and annual reports prepared and submitted on time • Team Leader – Energy Security and Deputy Director GEP regularly updated on project progress and effectively supported
<p>KRA#2: Implementation of PEGSAP activities (40%)</p> <ul style="list-style-type: none"> • Set-up a strong institutional and organizational framework for PEGSAP implementation • Ensure the national implementing agencies have the necessary capacity and knowledge for PEGSAP implementation by: 	<ul style="list-style-type: none"> • Strong institutional and organizational framework for PEGSAP implementation in place • National implementing agencies capacity and knowledge enhanced:

<ul style="list-style-type: none"> ○ Coordinating a regional training needs assessment (TNA) of the clean energy sector ○ Coordinating the development of a regional gender and energy training and awareness-raising program ● Collaborate with national implementing agencies to ensure the effective execution of gender and energy initiatives within the country ● Develop a gender-responsive energy policy framework and assist the PICTs in developing, adopting and implementing a national gender-responsive energy policy (GREP) ● Coordinate the sub-regional market assessments on employment and income generating opportunities for women in the clean energy sector ● Coordinate the development of pilot programs for young and/or female entrepreneurs to generate income through the provision of clean energy technologies ● Coordinate project implementation to enhance communities' and women's and youth's access to the productive use of energy ● Assist in raising awareness and profile of women's engagement in energy and gender in the region ● Assist and contribute to gender components of GEP funded projects ● Coordinate the planning and implementation of other energy and gender projects in collaboration with the beneficiary countries and partners. 	<ul style="list-style-type: none"> ○ regional training needs assessment (TNA) of the clean energy sector completed ○ regional gender and energy training and awareness-raising program completed successfully ● Gender-responsive energy policy framework developed and support provided to PICTs for GREP ● Sub-regional market assessments successfully completed ● Pilot programs successfully developed and projects successfully implemented ● Pilot programs successfully developed and projects successfully implemented ● Capacity building and training workshops in the field of energy and gender successfully organized and delivered ● contribution to gender components of GEP funded projects ● other energy and gender projects successfully implemented
<p>KRA#3: Spearheading the resource mobilisation / fundraising efforts for the PEGSAP (20%)</p> <ul style="list-style-type: none"> ● Assist the Acting Deputy Director – GEP and Team Leader Energy Security and provide sound advice to them in relation to GEP's resource mobilization efforts for PEGSAP ● Work with members of GEP Resource Mobilisation Committee (RMC) in discussing, developing, reviewing and submitting project concept notes and proposals for energy and gender (including Theory of Change, Logical Framework, and concept notes) to donors ● Lead GEP's effort in developing joint energy and gender concept notes and proposals with 	<ul style="list-style-type: none"> ● Appropriate assistance and sound advice relating to resource mobilisation provided to Team Leader Energy Security and GEP DD ● In collaboration with other GEP RMC members, project concept notes and proposals developed, reviewed and submitted to donors ● In collaboration with relevant partners, joint energy and gender concept notes and proposals completed and submitted to donors ● New partnership / funding opportunities identified and specific PEGSAP priorities selected for funding consideration

<p>relevant partners and submitting them to donors</p> <ul style="list-style-type: none"> • Explore new partnerships / funding opportunities to support the implementation of the PEGSAP with partners / donors /philanthropies, private sector, etc • Participate in GEP’s RMC meetings and other activities including brainstorming / planning, information sharing, meetings with partners and donors, etc. 	<ul style="list-style-type: none"> • Actively participated in GEP RMC meetings such as brainstorming /planning, information sharing, meetings with donors and partners, etc
<p>KRA#4: Coordinating the Pacific Energy Gender Initiative (PEGI) and network, and monitoring the implementation of the PEGSAP (20%)</p> <ul style="list-style-type: none"> • Oversee the running of Pacific Energy and Gender Initiative secretariat • Participate and contribute to SPC’s Gender Community of Practice • Coordinate the organization of training workshops on energy and gender and collaborate with relevant partners to conduct suitable capacity building and trainings in the field of gender in energy. • Coordinate the gathering of relevant data and information to track progress against PEGSAP indicators 	<ul style="list-style-type: none"> • Pacific Energy and Gender Initiative secretariat up and running and secretariat support provided • Contribution to SPC’s Gender Community of Practice • Capacity building and training workshops in the field of energy and gender successfully organized and delivered • Relevant energy data and information gathered and implementation progress tracked

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):

- Ability to deal with a multitude of national, regional and international stakeholders amid competing demands and deadlines
- Completing the project by the end of the project implementing period
- Providing sound advice to the Team Leader – Energy Security and the Deputy Director of GEP

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"> • PEGSAP Regional Steering Committee members • Departments of Energy and Departments of Women from PICTs • World Bank and other development actors 	<ul style="list-style-type: none"> • Country work priorities, stakeholder consultations, and awareness • Planning, and preparation and implementation of work plans • Coordination, collaboration, and partnerships • Funding and financial issues

<ul style="list-style-type: none"> • Other regional agencies: SPREP, SEIAPI, OPERA • Research institutions and industries • Consultants • US Embassy • Private Sector • Other Partners 	<ul style="list-style-type: none"> • Investment attraction • Reporting
<p>Internal</p> <ul style="list-style-type: none"> • Director GEM Division • Deputy Director – GEP • Team Leader – Energy Security • GEP staff • GEM Division staff • HRSD Division • SDD Division • Energy Security Unit team members 	<ul style="list-style-type: none"> • Decision making • Divisional and programme strategy, planning and resource allocation • Work plan development and approval • Collaboration and partnerships • Finance and auditing • Professional development and mentoring

Level of Delegation:

Routine Expenditure Budget: Approximately 500 000 EUR per annum

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

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"> • A master's degree in a relevant field such as in energy, climate change mitigation, gender studies, sociology, international development, sustainable development or related fields. 	

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years of relevant experience in the energy sector or in gender issues/women's right, with 5 years of leadership experience at project/programme management level • Demonstrated technical knowledge of gender mainstreaming in project activities and design of targeted action to empower women and girls • Demonstrated ability to prioritise and deliver timely and high-quality project outputs and outcomes • Previous experience working with donors and developing country partners 	<ul style="list-style-type: none"> • 5 years of experience working in the Pacific and/or a developing region • Understanding of Pacific Island country development issues, particularly in the areas of energy (renewable energy and energy efficiency) and their gender/social inclusion dimensions. • Relevant experience in international development and multi-stakeholder coordination • Demonstrated ability to establish / enhance partnerships.

<ul style="list-style-type: none"> • Experience in fundraising, proposal preparation and project management • Strategic planning and organisational development experience • Demonstrated ability to engage with donors, partners and other stakeholders • Excellent oral and written English communication skills 	<ul style="list-style-type: none"> • Demonstrated ability to take initiatives and work without supervision. • High level of interpersonal skills and work in a cross-cultural environment • Willingness to undertake frequent travel both within and outside the region • Excellent computer skills, including high proficiency in Microsoft Office and use of the Internet • Demonstrated ability to raise external funding • Experience in accompanying institutions in promoting gender equality in their operations and human resource procedures.
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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"> • Provide sound technical advice to Team Leader – Energy Security and Deputy Director – GEP • Identify and advocate for new/innovative ideas and activities that will help the PEGSAP address its challenges and fulfill its purpose
Advanced level	<ul style="list-style-type: none"> • Commitment to gender equality and women’s empowerment • Critical thinking and foster partnerships • Support and contribute to teamwork and GEP’s fundraising effort • Leadership and management skills • Excellent coordination and negotiation skills • Advocacy skills with ability to identify innovative solutions • Excellent report writing, planning and organising skills
Working knowledge	<ul style="list-style-type: none"> • Knowledgeable in Energy and Gender, energy frameworks and policies • Familiar with many aspects of Gender
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies • Gender and cultural sensitivity issues of working in a male dominated sector and the Pacific region • Disability inclusion and other forms of social inclusion

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
- Effective Communications & Relationships
- Leadership
- Coaching and Development

- Strategic Perspective

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- high level of commitment

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.