



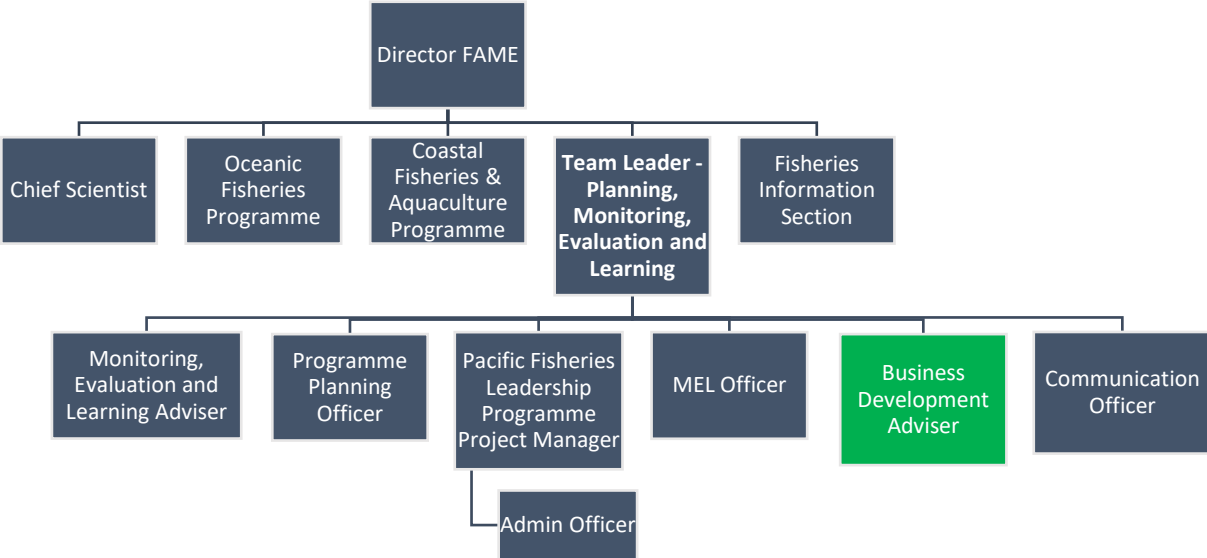
## JOB DESCRIPTION

<b>Job Title:</b>	<b>BUSINESS DEVELOPMENT ADVISER (FAME)</b>
<b>Division/Programme:</b>	Fisheries, Aquaculture and Marine Ecosystems (FAME)
<b>Work Unit:</b>	Office of the Director (FAME)
<b>Location:</b>	Noumea, New Caledonia
<b>Reporting to:</b>	Team Leader – Planning, Monitoring, Evaluation and Learning (FAME)
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	<p>The job exists to:</p> <p>Provide high-level advice and support in mobilising resources and securing potential funders to support SPC FAME division to continue to deliver to its members and enhance its development effectiveness to achieve better research and development outcomes. This is achieved through:</p> <ul style="list-style-type: none"><li>a) Providing the SPC FAME division with high level resource mobilisation and fund-raising guidance, capacity building and technical support</li><li>b) Provide strategic inputs for SPC FAME programmes to ensure activities are relevant and can be resourced through stakeholder engagement and partnerships.</li><li>c) Supporting strategic planning and advocacy, programme development, ensuring programmes are developed in line with SPC principles including people centred design, development of Theory of Change and results frameworks for concepts or proposals, and</li><li>d) Leading collaboration and coordination on behalf of FAME with SPC's Resource Mobilisation and Integration functions and the Office of the Deputy Director General, Operations and Integration.</li></ul>
<b>Date:</b>	December 2024

The **Division of Fisheries, Aquaculture and Marine Ecosystems (FAME)** has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. The goal of the Division is that the fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. In pursuit of this goal, FAME provides **scientific analyses and management advice** to PICTs and regional agencies to support the sustainable management of oceanic and coastal fisheries resources. Despite the challenges in the management of the region’s marine resources, there are also opportunities to derive greater economic and social benefits from them. The development of aquaculture in the region, along with alternative marine based livelihoods, hold significant potential. FAME provides **technical assistance** to support PICTs to maximize these sustainable development opportunities in the marine sector.

FAME is composed of two programmes: the Oceanic Fisheries Programme (OFP) and the Coastal Fisheries and Aquaculture Programme (CFAP). The Directors Office provides cross divisional support and strategic direction across the programmes and cross-cutting projects. Working with all 22 PICTs, FAME has strong partnerships with regional, sub-regional and national entities working in the marine sector. FAME staff are based in New Caledonia, Fiji, and Vanuatu, with most of its ~100 staff being based in New Caledonia.

The Business Development Adviser is a key role in the Director’s Office, leading and coordinating resource mobilisation (generating funding) within FAME and assisting or leading other FAME strategic initiatives as a senior member of the FAME Director’s Office.



**Key Result Areas (KRAs)**

The position of Business Development Adviser will work in close collaboration with FAME management, SPC’s Office of Partnership, Integration and Resource Mobilisation, which as the leadership and coordination role in resource mobilisation across SPC. The role will also work closely with the Strategic Performance and Learning section of SPC.

This position encompasses the following Key Result Areas:

- KRA 1:** Resource Mobilisation and internal integration (30%)
- KRA 2:** FAME Implementation Plan and internal coordination (20%)
- KRA 3:** Contribute to FAME strategy setting, programme / project design and adaptation (30%)
- KRA 4:** Members, SPC and Division capacity and support (20%).

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>KRA 1: Resource mobilisation and internal integration (30%)</b></p> <ul style="list-style-type: none"> <li>• Contribute on the identification, design, formulation and negotiations of new projects and programs and draft concept notes, proposals, and project briefs for discussion with FAME Senior Leadership Team.</li> <li>• Develop pipeline management tools to appropriately track and socialise funding opportunities across FAME’s leadership.</li> <li>• Develop a range of marketing material for donor engagement.</li> <li>• Develop a Resource Mobilisation (fund raising) Strategy, including targeting philanthropic funds and innovative financing mechanisms</li> <li>• Provide technical support to the development and implementation of differentiated, donor fund raising strategies, aligned and coordinated with SPC’s Resource Mobilisation and Integration section under the Deputy Director General’s Office</li> <li>• Identify funding opportunities from various sources, including bilateral and multilateral donors, philanthropic organisations, and development partners</li> <li>• Support FAME programmes in mapping out current and emerging priorities, gaps and resource requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Sound and timely advice is provided to FAME management and staff on project or programme design</li> <li>• Design and formulation of concept notes, proposals and project briefs are up to date and in line with SPC resource mobilisation strategy</li> <li>• Mapping of current and emerging priorities and gaps are updated continuously in coordination and collaboration with FAME’s programmes and SPC resource mobilisation and integration</li> <li>• There is proactive cooperation and collaboration with the SPC-wide Resource Mobilisation and Integration function and all FAME initiatives are aligned with and contribute to SPC’s resource mobilisation objectives and strategy. The jobholder also contributes to fundraising for integrated programmes in which FAME is involved</li> </ul>
<p><b>KRA 2: FAME Implementation Plan and internal coordination (20%)</b></p> <ul style="list-style-type: none"> <li>• Support FAME management in updating the FAME implementation plan, integrating with SPC Flagship programmes and sub-regional work programmes</li> <li>• The FAME implementation plan is a key planning document throughout the planning division and forms a high-level basis for resource mobilisation internally and with external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• The Implementation is a living document that is utilised, referenced and drawn upon for resource mobilisation</li> <li>• External stakeholders use the implementation as a mechanism for their engagement and can commit unrestricted or programme funding</li> </ul>
<p><b>KRA 3: Contribute to FAME strategy setting, programme / project design and adaptation (30%)</b></p>	

<ul style="list-style-type: none"> <li>• Advise FAME Senior Leadership Team in Strategy setting, partnerships, programme and project design</li> <li>• Ensure high quality real-time and forecasted information is available for decision-making and priority setting by FAME managers and in donor exchanges.</li> </ul>	<ul style="list-style-type: none"> <li>• A strong working relationship with the FAME’s Senior Leadership team.</li> <li>• FAME develops project and programme plans that respond to best practice and are responsive to the needs in the Pacific.</li> <li>• Contribution to strategy/design of integrated programmes (SPC Flagship Programmes) in which FAME is involved</li> </ul>
<p><b>KRA 4: Members, SPC and Division capacity and support 20%)</b></p> <ul style="list-style-type: none"> <li>• Provide support and guidance to FAME staff to enhance understanding of project or programme design, development of concept notes, business case within FAME.</li> <li>• Support FAME staff to implement the SPC Resource Mobilisation Strategy, other related policies and enhance divisional understanding of corporate guidance and requirements on inter-divisional / integrated programming, concept development and results reporting processes.</li> </ul>	<ul style="list-style-type: none"> <li>• FAME follows the SPC Resource Mobilisation Strategy and other related policies</li> <li>• Effective collaboration with FAME teams, PIRMO and SPL team.</li> <li>• Learning from FAME is looped back into broader SPC thinking and practice for evidence informed decision making, improvements and adaptations.</li> <li>• Capacity of PICTs, FAME staff and its partners are enhanced</li> </ul>

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

### Most Challenging Duties Typically Undertaken (Complexity)

Most challenging duties typically undertaken:

- Leading and providing technical advice to FAME Senior Leadership on resource mobilisation, evidence-based project / programme proposals
- Agreed prioritisation across the FAME division and effectively managing a range of competing priorities.
- Coordinating donor engagement across FAME and SPC
- Inculcating inputs and strong resource mobilisation approaches across FAME
- Building and maintaining effective relationships across FAME and SPC to support programme development and resource mobilisation
- Strong coordination and collaboration with SPC’s resource mobilisation and integration section
- Managing multiple tasks in terms of efficiency, accuracy and timeliness when content and context are based on external input.
- Working to tight deadlines with competing demands for reports on strategic direction, donor proposals

## Functional Relationships & Relationship Skills

Key internal / external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• Member states officials and ministers</li> <li>• Regional CROP organisations</li> <li>• Donor partners and funding agencies</li> <li>• Implementing teams and partners</li> </ul>	<ul style="list-style-type: none"> <li>• Gaining cooperation and partnership</li> <li>• Facilitating effective information exchange</li> <li>• Liaising and giving/receiving information</li> <li>• Influencing and persuading certain options</li> <li>• Liaising and giving/receiving information</li> <li>• Explaining and clarifying things</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• FAME leadership team and staff</li> <li>• Other SPC teams and staff</li> <li>• Other SPC teams – SPL / IT/ Admin/ Finance</li> <li>• SPC Resource Mobilisation and Integration team</li> </ul>	<ul style="list-style-type: none"> <li>• Giving/receiving and informing</li> <li>• Facilitating information exchange</li> <li>• Giving and receiving information</li> <li>• Gaining cooperation, influencing and negotiating</li> </ul>

## Level of Delegation

Routine Expenditure Budget: 0 €

Budget Sign off Authority without requiring approval from direct supervisor: 50 €

## Person 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"> <li>• Master's degree in relevant field such as international development, business administration, finance, public sector policy, fisheries, climate change, economics or natural resource management or equivalent body of knowledge and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate level qualifications in international development or business.</li> </ul>

### Knowledge / Experience

Essential:	Desirable:

<ul style="list-style-type: none"> <li>▪ At least 7 years of experience in fund-raising or resource mobilisation for the sustainable development sector, with a thorough understanding of international best practices in partnerships and financing.</li> <li>▪ At least 3 years of experience in programme design and proposal writing for large bilateral donors, including conceptualizing and technical writing</li> <li>▪ Proven track record of successfully developing a range of partnerships across public and private donors.</li> <li>▪ Skills and experience in negotiating and establishing contracts and that align with organisational requirements and programmatic needs.</li> <li>▪ Strategic thinker with well-developed analytical skills and meticulous attention to detail.</li> <li>▪ Experience in international development, including design and implementation of MEL Frameworks.</li> <li>▪ Excellent communication skills and report writing skills in English.</li> <li>▪ Ability to train and motivate divisional staff on, proposal development, developing communication material and strategy. Strong people skills (influencing and relationship building) and ability to work in a multi-cultural and gender-sensitive environment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in fisheries, aquaculture, climate change or other natural resource management projects or working with projects in these areas.</li> <li>▪ Good knowledge of the Pacific, the issues associated with its history and development.</li> <li>▪ Proven ability to meet deadlines within budget constraints and flexible approaches to problem solving.</li> <li>▪ Demonstrated experience in setting priorities successfully.</li> <li>▪ Experience of working on MFAT, DFAT, EU, USAID, World Bank, Philanthropic Organizations and/or other large donor funded projects.</li> <li>▪ Familiarity with development financing mechanisms such as grants, loans, and blended finance</li> </ul>
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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"> <li>▪ Project formulation, proposal writing, monitoring, evaluation and reporting on donor/grant-funded projects or programmes, with good understanding of international best practices and donor requirements</li> <li>▪ Strong networking and relationship management skills</li> <li>▪ Facilitation of participatory processes, workshops and retreats</li> <li>▪ Innovation and analytical skills and attention to detail,</li> <li>▪ Meeting tight deadlines</li> <li>▪ Oral and written communication skills in English</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>▪ Report and Technical proposal writing</li> <li>▪ Decision making/Problem-solving</li> <li>▪ Quality and accuracy</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>▪ Political awareness</li> <li>▪ Staff management</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>▪ French language</li> </ul>

### 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