

JOB DESCRIPTION

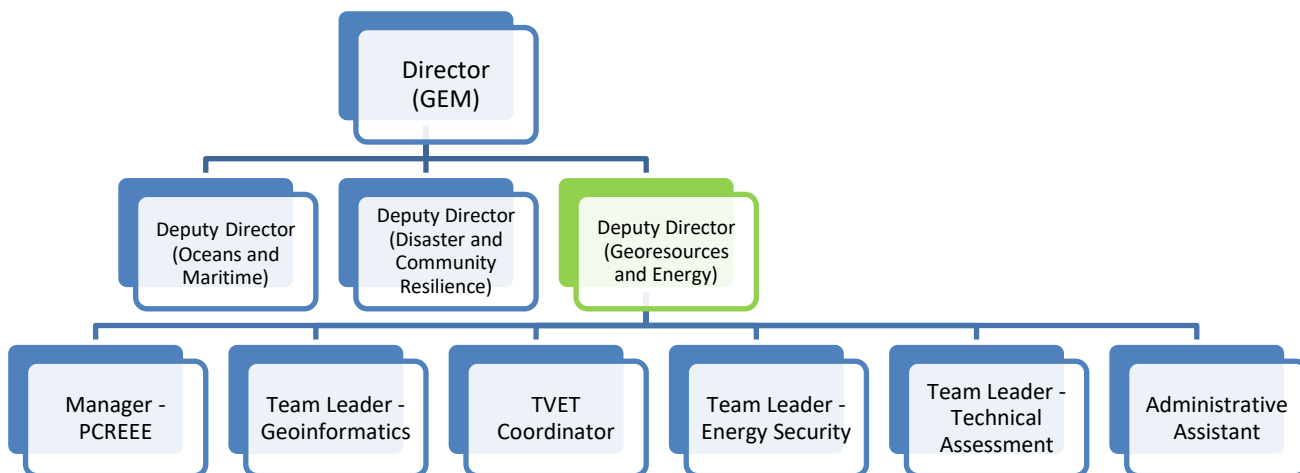
Job Title:	Deputy Director – Georesources and Energy
Division/Programme:	Geoscience, Energy and Maritime (GEM) / Georesources and Energy Programme (GEP)
Location:	Suva, Fiji
Reporting to:	Director GEM
Number of Direct Reports:	6
Purpose of Role:	<p>The Pacific region is on the frontline of climate change however as many as 45% of the Pacific’s population still lack access to regular energy supply. Supporting a dynamic shift towards increased access to renewable energy sources is key to this role whilst supporting how sustainable georesources and development minerals are critical in the transition towards clean, accessible and resilient Pacific communities.</p> <p>The position will also oversee the people and technical programmes within the functional area of scientific programming and drive the delivery of sustainable development outcomes across the focus areas: Energy Security and Resilience, Technical Risk Assessments Data and Information Management, and Training and Capacity Building. This role will work closely with the Deputy Director – Oceans and Maritime, the Deputy Director – Disaster and Community Resilience, and the GEM Team Leaders (Finance; Planning, Monitoring, Evaluation and Learning; and Communications and Knowledge Management) to support the integrated programming approach to achieve successful sustainable development outcomes¹.</p>
Date:	September 2023

Organisational Context and Organisation Chart

A key part of the senior leadership team, the Deputy Director – Georesources and Energy provides both people and technical leadership for the Georesources and Energy Function with a focus on building the science-based strengths and capacity of SPC to better position itself to access development funding and to contribute to achieving SPC’s Strategic Plan (2022-2031) and the 2050 Strategy for the Blue Pacific Continent. The Deputy Director – Georesources and Energy will facilitate and operationally support the integrated programming approach to provide increased agility to respond to changing Pacific Island Country and Territory and Donor requirements. These activities will contribute to long term development impact in the region.

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The Deputy Director – Georesources and Energy will provide support and technical oversight to the Director in achieving the four strategic objectives of the Division articulated in the GEM Division Business Plan 2023-2027 and within the wider organizational context.



Key Result Areas (KRAs):

The position of Deputy Director – Georesources and Energy will encompass the following Key Result Areas:

- **Leadership and People Management**
- **Technical Excellence of Functions and Outcomes of the programme**
- **Resource Mobilisation and Financial Management**
- **Integrated Programming**

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1: Leadership and People Management (25%)</p> <ul style="list-style-type: none"> • Provide people leadership, engagement and operational guidance to contribute to the effective delivery of all projects / initiatives within the technical programme. • Provide guidance and supervision of project implementation, reporting and reviews to ensure Programme/project activities and budgets are executed in accordance with contractual requirements and approved budgets. • Work with GEM Director, Deputy Directors and relevant Team Leaders /staff to ensure lessons learned from previous projects inform the plans of new projects/activities. • Support and develop scientific staff through individual and project / sector annual work plans, linked to the strategic objectives and outputs of the division. • Recruit and retain new staff with appropriate level of skills and experience as necessary 	<ul style="list-style-type: none"> • High quality leadership, adaptive engagement and operational guidance provided to deliver projects within the programme. • Appropriate and timely guidance and supervision are provided to Team Leaders, Project Managers, and the rest of GEP staff. • Accurate, regular and timely advice is provided to the GEM Director, other Deputy Directors and GEM Team Leaders. • Scientific staff roles and accountabilities are identified clearly and team members are qualified, empowered and confident to use their initiative to implement their work plans that are linked to strategic outputs. • New staff with the appropriate skills and experience are recruited as necessary and effectively inducted into their departments and positions.

<p>ensuring effective induction into their programmes / projects / sections.</p> <ul style="list-style-type: none"> • Conduct fair, consistent, timely performance planning and review of direct reports in accordance with SPC HR policy and procedure and encourages open communication to discuss performance and resolve staff issues. • Create a positive work environment, promote collaboration within as well as with other teams, and support the health, safety and well-being of employees. • Maintain an awareness and understanding of any SPC policies and procedures or changes to such to ensure that they are appropriately applied; change is understood, and concerns are addressed. 	<ul style="list-style-type: none"> • Staff appraisals and performance development management of staff is satisfactorily performed in accordance with SPC policies and procedures. • Staff are productive in their work environment, collaborate with each one another as well as with other teams and external partners, and their health, safety and wellbeing are taken care of. • Staff have a better understanding of SPC policies and procedures including any changes to the policies, and work within the bounds of these policies and procedures.
<p>KRA#2: Technical Excellence of Functions and Outcomes of the programme (30%)</p> <ul style="list-style-type: none"> • Provide technical leadership to develop technical / scientific programming and resources in georesources and geo-surveys, energy and any related areas of work. • Drive awareness of GEP’s capability with SPC members and donors / development partners ensuring regional coordination, resourcing and collaboration in development assistance. • Design, implement and effectively deliver annual work plans within budget and prepare technical papers /briefings and progress / annual reports in accordance with established Key Performance Indicators. • Resolve operational and/or technical problems ensuring that planning, monitoring, evaluation and learning (PMEL) activities and methods are incorporated into project planning, implementation and service delivery. • Ensure that audit, risk and procurement management are effectively managed in accordance with relevant SPC policies. • In collaboration with other GEM technical programmes, the Regional Pacific NDC Hub and dynamic partners in the space, develop and maintain an integrated divisional work programme that focuses on technical priority areas of PICTs. • Oversee and manage the outcomes of projects / sections within the portfolio to deliver across the four focus areas: Energy Security and Resilience, Risk and Technical Assessments, Data and Information Management, and Training and Capacity Building. 	<ul style="list-style-type: none"> • Technical leadership, in georesources and geo-surveys, energy and any related areas of work, is provided to technical staff of the programme. • Members and donors /development partners have a good understanding and buy-in of SPC’s areas of scientific programming under this portfolio (e.g. Georesources and Energy) and is the first choice for donors – reflected in project funding received. • Annual work plans and budget are successfully executed technical papers /briefings and progress / annual reports are prepared and submitted in a timely manner in accordance with KPIs. • Effective resolution of operational and technical problems is ensured and PMEL tools are used to monitor progress. • Audit, risk and procurement management are effectively managed in accordance with relevant SPC policies. • An integrated divisional work programme is developed, implemented, and sustained. • Successful outcomes achieved across the four GEP technical areas are successfully completed, reported and communicated to relevant stakeholder.

<p>KRA#3: Resource Mobilisation and Financial Management (30%)</p> <ul style="list-style-type: none"> • Strengthen existing partnerships and explore and develop new partnerships to secure technical assistance, funding opportunities, volunteer services and complementarity of actions. • Lead the resource mobilisation efforts of the portfolio and convene the internal GEP Resource Mobilisation Committee meetings on a regular basis. • Contribute to the mitigation work within the SPC Climate Change Flagship and in the implementation of the Regional Pacific NDC Hub Strategic Plan. • Drive and support resource mobilisation initiatives with donors / funding agencies and advocate for long-term funding support for the work of the division among the donor community. • Initiate and support the preparation of programme / project concept notes and full proposals in collaboration with the GEP Resource Mobilisation Committee and partners. • Initiate regular engagements with donors / development partners including responding to their requests and questions, attending virtual and in-person meetings, providing regular updates and reports to them, to build trusting and long-term partnerships. • Explore new work areas and opportunities that align to new / emerging development priorities of PICTs. • Budget allocations within areas of responsibility are managed with appropriate costings in place; the strategic direction of budget allocations is consistent with Divisional priorities. • Organise regular meetings with GEP / GEM Accountant / Finance Team Leader to discuss budget and expenditures. • Ensure that the areas of scientific programming and audit compliance levels adhere to SPC policies and donor standards. 	<ul style="list-style-type: none"> • Existing partnerships are strengthened and new ones established which resulted in additional funding, technical assistance, and partnerships. • GEP Resource Mobilisation efforts are strategically planned and coordinated. • Resources are mobilised to deliver the work of the Division's programme and budget allocations are aligned with Division's strategic objectives and are well managed. • Concept notes and proposals are developed in collaboration with partners and submitted for funding consideration. • Regular engagement with donors / development partners is enhance and maintained. • New opportunities are sought that align to emerging development priorities of PICTs. • Adherence to SPC Finance Policies and associated governance mechanism is maintained. • GEP finances are in order and any recommendations for improvement are address appropriately and within the required timeframe. • No major report and audit issues occur, and all audit recommendations are resolved within agreed timeframes.
<p>KRA#4: Integrated Programming (15%)</p> <ul style="list-style-type: none"> • Contribute to a culture of collaboration, integrated programming and shared success. • Promote the 'One SPC Approach' and learn from SPC 'best practice' business processes to define and enable an integrated programming for the design, implementation and evaluation of programmes and projects. 	<ul style="list-style-type: none"> • Integrated programming is planned and utilised to ensure effective delivery of sustainable development to PICTs is achieved. • Work practices are aligned to 'One SPC Approach' and SPC 'best practice' business processes.

<ul style="list-style-type: none"> • Support and promote communities of practice, participatory workshops, learning events on integrated programming to inform work practices and potential opportunities across the technical programmes, divisions and the whole of SPC. • Identify and support strategic communications pieces through relevant channels to both documents, highlight and encourage the benefit of strong programmatic design and to inform the public of SPC's actions. • Work with the GEM PMEL Team to monitor and evaluate programme and project reviews against the GEM Results Framework to track progress against targets and identify areas for improvement. • Collaborate with the other technical programmes within the division and across SPC to ensure approach to integrated programming is in accordance with SPC policy and procedure. 	<ul style="list-style-type: none"> • Integrated programming are practiced across the technical programmes, divisions and the whole of SPC. • Cross functional Engagement Committees are successfully utilized. • More people are engaged through strategic communications on the values and benefits of integrated programming across GEM and SPC. • Staff and Team performance have improved through routine monitoring and evaluation using GEM/GEP Results Framework. • Cross programme and division initiatives are thriving and in accordance with SPC policy and procedure.
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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"> • This role has a wide remit of technical and managerial accountabilities along with high- /strategic advice and planning work. • The position holder must be versatile and flexible in addition to having experience in motivating staff to operate with and support an integrated programming approach. • Manage and provide Deputy Directorship for a complex, changing large and diverse range economic of programmes driving and facilitating cross cutting services in the division. • Managing competing demands of member countries and team workloads against timelines, all of which may be at odds with one another. • Negotiating the political, social and cultural sensitivities of the various stakeholder groups in provision of services to member countries from a regional perspective. • Working effectively and efficiently within budget to deliver high quality services and finding ways to reduce costs and/or increase resources. • Making decisions on project or program direction and resource management that have long-term implications for the division and the technical programme. • Ensuring that existing projects / initiatives are implemented according to the project document and workplan and to meeting donor requirements and timelines. • Sustaining and enhancing resource mobilization / fundraising efforts in georesources and geo-surveys sector, and the energy sector. • Managing the recent surge in donor and development partners' interest on Energy and to coordinate efforts in an efficient and effective manner.
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
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<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • SPC Member Countries • PICT Governments and other national stakeholders • CROP Agencies • Regional and International Partners • Consultants • Donor representatives based both in Suva and overseas 	<ul style="list-style-type: none"> • Providing Strategic sectoral advice to member countries and territories • Developing strong and supportive networks • Supporting the public sector across a range of Ministries within member Countries • Provision of policy advice • Principal focal point for development partner interaction, resource mobilisation and allocation in the delivery of services.
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Divisional Director – GEM • Other GEM Deputy Directors • GEM Division Team Leaders • Other programme section heads for related scientific areas of alignment across SPC • Corporate and Support Services 	<ul style="list-style-type: none"> • Providing Strategic and technical advice as pertains to the functional area of scientific Programming. Advising and reporting on activities and work programmes. • Providing technical oversight and collaborating to facilitate new work practices. • Consulting and collaborating on integrated programming across the scientific function areas. • Collaborating and facilitating integrated approaches to programmes and projects to best meet the requirements of Donors and member countries.

Level of Delegation:

Routine Expenditure Budget: *DD GEP has 5-6 million Euro per annum.*

Budget Sign off Authority without requiring approval from direct supervisor: *2,000 Euro*

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

<p>Essential:</p>	<p>Desirable:</p>
<ul style="list-style-type: none"> • A master’s degree from a recognised institution (and/or equivalent work experience) in management, renewable energy, energy efficiency and/or geoscience or related subject areas. 	<ul style="list-style-type: none"> • Experience in one or more of the areas of scientific programming such as Energy (Renewable Energy, Energy Efficiency) and Georesources and Geo-surveys. • Leadership Qualification and Experience in adaptive and dynamic teams.

Knowledge/Experience

<p>Essential:</p>	<p>Desirable:</p>
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<ul style="list-style-type: none"> • At least 15 years of demonstrated management experience in public or private sector or research environment in managing science related resources or a similar field, including financial management. • Demonstrated ability to lead strategically with a solid understanding of Programme Management • Demonstrated experience in relationship building and working with a wide variety of donors, private sector and development partners with awareness of their policies and procedures. • Proven history of successfully building and leading multi-disciplinary teams, including people of different national and cultural backgrounds, and demonstrated ability to manage professional, technical, and program support staff in a team environment, ensuring everyone’s role contributes to successful team outputs. • Proven ability to influence work collegially and in partnership with stakeholders and internal partners towards an agreed outcome. • Demonstrated skills and experience in continuous improvement and facilitating innovation across teams. • Exceptional verbal and written science and/or technical communication skills and the capacity to represent SPC at regional and international forums. • Proven ability in project design, management and reporting. • Ability to work constructively to resolve issues, concerns or differences of opinion. 	<ul style="list-style-type: none"> • Demonstrated experience in securing external and flexible funding. • Practical work experience in a developing country environment preferably in the Pacific Island Region • Strong international relationships with key technical partners in energy security and/or geoscience. • Strong knowledge and understanding of technical and financial development partners operating in the pacific within the areas of Scientific Programming. • For English speakers, a good working knowledge of French, or for French speakers a good working knowledge of 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"> • Credibility in the relevant scientific field • Good Management Disciplines • Stakeholder engagement and communication • Sound technical advice • Able to think strategically and apply operationally
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Advanced level	<ul style="list-style-type: none"> • Integrated management • Sound project management • Risk management • Knowledge of Development issues and potential solutions where Georesources and Energy can be utilised to make a difference • Prioritising and task coordination • Analytical skills and the ability to master new material quickly • Excellent science communication skills to translate science to genuine action • Efficient utilisation of project resources • Adaptable to change
Working knowledge	<ul style="list-style-type: none"> • Sound analytical and organisational skills • Understanding of regional issues and priorities as it relates to these sectors • Monitoring and evaluation of project activities • Knowledge of corporate affairs • Good leadership, interpersonal and communication skills • A high level of computer literacy.
Awareness	<ul style="list-style-type: none"> • SPC Policies and procedures • Effective in multidisciplinary, cross-cultural environment • Support staff in a team environment, ensuring everyone's role contributes to successful team outputs. • Proven ability to influence work collegially and in partnership with stakeholders and internal partners towards an agreed outcome • Demonstrated skills and experience in continuous improvement and facilitating innovation across teams. • Exceptional verbal and written communication skills and the capacity to represent SPC at regional and international forums. • Proven ability in project design, management and reporting. • Ability to work constructively to resolve issues, concerns or differences of opinion • Stakeholder awareness • Confidentiality of information.

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
- Ability to think strategically and translate this into operational practices
- Strong People Leadership Capability with an ability to handle conflict situations between staff
- Ability to work collaboratively and innovatively towards achieving common goals
- Excellent motivation skills
- Adaptable to change

- Respect for SPC corporate values
- Resilience

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.