



## JOB DESCRIPTION

<b>Job Title:</b>	<b>CLIMATE CHANGE PROJECT DEVELOPMENT SPECIALIST (COASTAL FISHERIES &amp; AQUACULTURE)</b>
<b>Division/Programme and Section/Project (if any):</b>	Fisheries, Aquaculture & Marine Ecosystems Division (FAME) / Coastal Fisheries & Aquaculture Programme (CFAP)
<b>Location:</b>	Noumea, New Caledonia
<b>Reporting to:</b>	FAME Deputy Director (Coastal Fisheries & Aquaculture)
<b>Number of Direct Reports:</b>	Nil
<b>Purpose of Role:</b>	The purpose of this role is to support the work of the SPC FAME CFAP with the Pacific Island Countries and Territories in the identification, development, and design of climate change project concepts as per identified coastal fisheries and aquaculture related priorities. The role will also provide high level advice on options and avenues for financing climate change project ideas and concepts, in close consultation with the SPC FAME and CFAP senior management and across the Climate Change Flagship Programme. Support the CFAP by providing technical guidance, awareness and training to the technical teams and the beneficiary countries and territories in project development tapping into climate finance.
<b>Date:</b>	October 2023

### Organisational Context and Organisation Chart

The Pacific Community (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/>).

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21<sup>st</sup> century, and work together with our members and achieve impact for Pacific people. They support a transformation in our institutional effectiveness as part of SPC's Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific.

The threat of climate change demands SPC take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach

to climate change, through a Climate Change Flagship Programme (CCFP). This flagship seeks to enhance climate change services and capability in a more wholistic, strategic, and cohesive way.

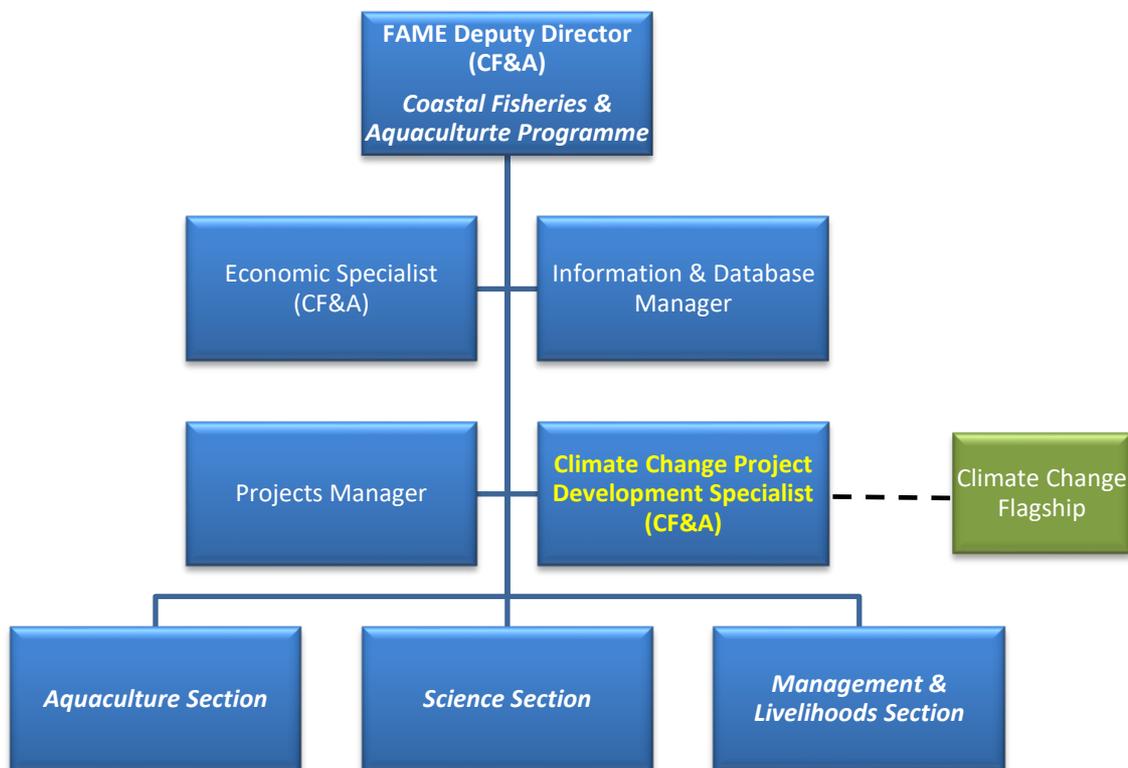
The CCFP aims to bring greater visibility to the breath of SPC's climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1: "Resilience and Climate Action" which is at the centre of the new SPC Strategic Plan and should also help to more clearly define SPC's value-add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. The Climate Change and Environmental Sustainability Programme (CCES) is charged with facilitating its development and implementation, however, all divisions, teams and programmes of SPC are also contributing.

The CCFP will be informed by SPC's Strategic Plan, the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy, Pacific priorities in climate change negotiations and national policies.

The SPC **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, SPC FAME provides scientific and management advice to Pacific Island Countries and Territories (PICTs) and regional agencies to support the sustainable management of oceanic, coastal fisheries and aquaculture 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 livelihoods, hold significant potential. SPC FAME provides technical assistance to support PICTs to maximise these sustainable development opportunities in the marine and aquaculture sectors.

SPC FAME is composed of three components: the Coastal Fisheries and Aquaculture Programme (CFAP); the Oceanic Fisheries Programme (OFFP); and the Directors Office (DO). The SPC FAME CFAP provides science and technical support to PICT governments and administrations to enhance the management of coastal fisheries, and the sustainable development of aquaculture and nearshore livelihoods. CFAP assists PICTs to develop scientifically informed and socially achievable coastal fisheries management policies and procedures. CFAP provides PICTs support for sustainable aquaculture, including planning, research and development, aquatic biosecurity and trade, for governments, the private sector and other stakeholders. CFAP assists in developing sustainable nearshore fisheries to provide for food security, sustainable livelihoods, economic growth, assist with climate change adaptation, and address new and evolving challenges to coastal fisheries and aquaculture in the region.

The **Climate Change Project Development Specialist (Coastal Fisheries & Aquaculture)** is a key position in the SPC FAME CFAP, to identify, develop, and design coastal fisheries and aquaculture related climate change project concepts, and provide high level advice on options and avenues for financing climate change project ideas and concepts. This role will report to the FAME Deputy Director (CF&A) and work closely with the Section leads, Projects Manager, and other relevant SPC Climate Change Flagship Programme, FAME and CFAP staff to achieve the intentions and aspirations as articulated in the SPC Strategic Plan 2022-2031, the SPC FAME Business Plan 2022-2027 and member country and regional priorities articulated through various strategies, frameworks, and plans.



**Key Result Areas (KRAs):**

- KRA#1: Climate change project development
- KRA#2: Provision of climate change technical support and advisory
- KRA#3: Support leveraging of climate finance and resource mobilisation
- KRA#4: Enhancing capabilities in climate project development and financing

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA#1: Climate change project development (35%):</b></p> <ul style="list-style-type: none"> <li>• Lead in coordinating the development of new climate change project ideas and concepts, closely aligned to the climate change priorities of the coastal fisheries and aquaculture sectors in the region and to support climate resilient food system transformation.</li> <li>• Lead and manage the project development work (carried out either directly or through external support as appropriate) in line with modalities of the identified climate finance opportunity.</li> <li>• Provide technical support for the development of climate change project level reporting and reviews to ensure programme/project activities are well aligned to the priorities of PICTs (Pacific Island Countries and Territories).</li> <li>• Ensuring that planning monitoring, evaluation, reflection, and learning (PMEL) activities and</li> </ul>	<ul style="list-style-type: none"> <li>• Project concepts are identified, designed, and developed in a smooth, professional, and timely manner, according to the donor and climate related fund requirements.</li> <li>• High quality leadership, engagement and operational guidance provided to deliver climate change related projects within the SPC FAME CFAP programme.</li> <li>• Accurate, regular, and timely advice is provided to the Director, Projects Manager and Section leads.</li> <li>• All SPC FAME CFAP outputs are of a high technical quality and achieve the desired outcomes.</li> <li>• High quality technical support to project level reporting and reviews provided.</li> <li>• Lessons learnt from developing previous project concepts are understood and included in the plans for new projects/activities.</li> </ul>

<p>methods and are incorporated into project development and implementation.</p> <ul style="list-style-type: none"> <li>• Ensure that new concepts and projects are strongly aligned to the overall SPC Key Focus Areas and integration with other SPC Divisions is explored where possible.</li> <li>• Ensure that all regional priorities across CROP (Council of Regional Organisations in the Pacific) agencies working on climate change actions and international undertakings are factored into the building of new concepts.</li> <li>• Maintain an awareness and understanding of any new development in climate change as a thematic area and where changes are needed to ensure that they are appropriately applied, change is understood, and concerns are addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure thematic related knowledge and tools are understood and applied, and risks are managed as needed.</li> </ul>
<p><b>KRA#2: Provision of climate change technical support and advisory (35%):</b></p> <ul style="list-style-type: none"> <li>• Lead in supporting the identification, development and design of climate change mitigation and adaption related project concepts as per the priorities of food systems transformation, coastal fisheries and aquaculture in the member PICTs.</li> <li>• Upon members’ request, support the identification, development, and design of climate finance project concepts, in collaboration with relevant SPC divisions and other regional partners.</li> <li>• Support implementation of climate finance projects in the coastal fisheries and aquaculture sectors through provision of technical advice and other inputs, in coordination with individual PMUs and CFU.</li> <li>• Provide technical leadership, engagement, and operational guidance to contribute to the effective delivery of all climate change related projects within the technical programme.</li> <li>• Lead, coordinate and facilitate multi-stakeholder consultative approaches and forums for the coastal fisheries and aquaculture partners and stakeholders to develop, project concept ideas.</li> <li>• Provide strategic advice to member PICTs on how they can be supported in developing and implementing food systems, coastal fisheries and aquaculture projects that focus on addressing climate change.</li> <li>• Coordinate where necessary field missions, consultative workshops with key stakeholders, data gathering tasks and validation meetings to assist in the process of identifying priorities and relevant development activities to support climate change project development.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical leadership is provided to develop areas of scientific focus.</li> <li>• Technical inputs into climate finance projects result in successful implementation and achievement of project outcomes and objectives.</li> <li>• High quality leadership, engagement and operational guidance provided to deliver climate change related projects within the SPC FAME CFAP.</li> <li>• Accurate, regular, and timely advice is provided to the member PICTs, the Deputy Director, Projects Manager and Section leads.</li> <li>• Consultative forums supported by FAME are inclusive and allow for diverse voices to be heard.</li> <li>• All SPC FAME CFAP outputs are of a high technical quality and achieve the desired outcomes.</li> <li>• Project concepts are identified, designed, and developed in a smooth, professional, and timely manner according to requirements by donors and climate related funds and member priorities.</li> <li>• Successful outcomes achieved are reported across the thematic and functional areas.</li> <li>• High quality and informative briefings are provided to relevant senior government officials, SPC management, donor representatives and other stakeholders when required.</li> </ul>

<p><b>KRA#3: Support leveraging of climate finance and resource mobilisation (15%):</b></p> <ul style="list-style-type: none"> <li>• Identify coastal fisheries and aquaculture related climate change needs drawing from relevant regional and national strategies, policies, frameworks, directives, in coordination with SPC’s Climate Finance Unit (CFU) and the CCFP coordination arrangement.</li> <li>• Contribute to, and support mobilisation initiatives with funding agencies and advocate for long-term funding support for the climate change related work of the division among the donor community.</li> <li>• Explore new work opportunities that align to new / emerging development priorities of PICTs, through engaging with line ministries, sector specialists and government focal points on climate change and climate finance (e.g. NDAs) to identify national priorities for accessing climate finance, in consultation with CFU and the CCFP coordination arrangement.</li> <li>• Map climate change priorities in the coastal fisheries and aquaculture sectors against funding sources to identify opportunities for accessing climate finance in collaboration with CFU.</li> <li>• Lead in the preparation and organisation of a portfolio of project ideas for potential funding and promote dialogue with PICTs, partners, and climate financing institutions.</li> <li>• Seek active synergies and collaboration opportunities with other SPC Divisions in supporting the identification, development and progressing of concept notes and funding proposals through provision of sector-specific inputs in coordination with the CFU.</li> <li>• Act as a first point of contact for queries related to climate finance project development.</li> </ul>	<ul style="list-style-type: none"> <li>• Country and territory priorities in the coastal fisheries and aquaculture sectors are clearly identified and actionable strategic advice provided to SPC FAME Director and Deputy Director (CF&amp;A), CFU and CCFP coordinators on progressing climate financing opportunities.</li> <li>• Government focal points, line ministries and coastal fisheries and aquaculture sector specialists appropriately identified and engaged on climate finance initiatives.</li> <li>• Strong coordination with CFU results in alignment of regional climate finance programming with country needs as well as SPC’s wider climate finance portfolio.</li> <li>• Resources are mobilised to deliver the work of the SPC FAME CFAP.</li> <li>• Budget allocations for project concepts are aligned with the Division’s strategic objectives and are well managed.</li> <li>• New opportunities are sought that align to emerging development priorities of PICTs.</li> <li>• Technical inputs for project/programme designs provided in a consultative and timely manner to ensure that concept notes and funding proposals meet donor deadlines in accordance with national timeframes and priorities.</li> <li>• A portfolio of project ideas or concepts is made available for the relevant forums, meetings, etc.</li> <li>• Climate finance agencies are aware of the sectoral needs of PICTs and receive appropriate documentation.</li> <li>• <i>Ad hoc</i> queries on developed projects are addressed.</li> </ul>
<p><b>KRA#4: Enhancing capabilities in climate project development and financing (15%):</b></p> <ul style="list-style-type: none"> <li>• Provide technical guidance, awareness and training to the member PICTs and SPC FAME CFAP on project development using climate finance.</li> <li>• Provide expert advice on current thinking and innovations in coastal food systems, coastal fisheries and aquaculture in relation to climate change.</li> <li>• Provide expert advice and up-to-date information to PICTs regarding climate finance options, policies, modalities, and the various project development requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Training and other capacity building opportunities are identified and conducted on climate finance project development.</li> <li>• Relevant Information briefs are developed and shared with PICTs and partners on climate finance options for coastal fisheries and aquaculture related interventions.</li> <li>• Smooth ongoing relations and close collaboration with institutional and technical partners involved in climate finance project development in the Pacific islands region.</li> </ul>

<ul style="list-style-type: none"> <li>• Organise relevant training for the benefit of PICTs on modalities to develop concepts, in line with their food systems, coastal fisheries and aquaculture priorities and investment pipelines, seek technical inputs from the SPC FAME CFAP teams and funding partners in those trainings as appropriate.</li> <li>• Develop and maintain smooth and close collaboration with institutional and technical partners involved with climate finance project development in the Pacific region.</li> <li>• Develop guidance tools such as communities of practice, participatory workshops, learning events, templates, to enhance awareness and understanding of climate change project development capacity of the technical programmes within SPC FAME CFAP.</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance tools developed to enhance the project development capacity of the technical programme.</li> </ul>
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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"> <li>• The major challenge for this position is to work closely and in a coordinative manner with the member Pacific Island Countries and Territories and the relevant SPC divisions. While mobilising strong technical expertise, this will imply proactive engagement, as well as developing new and strengthening existing partnerships /relationships.</li> <li>• This role involves technical high-level policy/strategic advice and planning work.</li> <li>• The position holder must be versatile and flexible in addition to having experience in working in an integrated programming approach.</li> <li>• Managing competing demands of member PICTs and team workloads against timelines, all of which may be at odds with one another.</li> <li>• Negotiating the political, social, and cultural sensitivities of the various stakeholder groups in provision of services to member PICTs from a regional perspective.</li> <li>• Working effectively and efficiently within budget to deliver high quality services and finding ways to reduce costs and/or increase resources.</li> </ul>
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**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• SPC Member governments and administrations – at various levels including Ministerial.</li> <li>• PICT government and other national stakeholders</li> <li>• CROP agencies</li> <li>• Regional and international partners</li> <li>• Consultants</li> <li>• Climate funding agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Providing strategic sectoral advice to member countries and territories</li> <li>• Developing strong and supportive networks</li> <li>• Supporting the public sector across a range of Ministries within member PICTs</li> <li>• Provision of policy advice</li> </ul>

<ul style="list-style-type: none"> <li>Donor representatives based both in New Caledonia and overseas</li> </ul>	<ul style="list-style-type: none"> <li>Key contact point for development partner interaction, resource mobilisation and allocation in the delivery of services</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>FAME Director, CCES Director</li> <li>FAME Deputy Director (Coastal Fisheries &amp; Aquaculture)</li> <li>CFAP Section &amp; Unit leads</li> <li>CCFP staff across all divisions, particularly CCES</li> <li>Projects Manager &amp; support staff</li> <li>Other Divisional Directors and teams across SPC</li> <li>SPC related scientific and programmatic areas of alignment: LRD, PCCOS, GEM, CCES and SDD</li> <li>Corporate and support services</li> <li>Publications</li> </ul>	<ul style="list-style-type: none"> <li>Providing strategic and technical advice</li> <li>Advising and reporting on activities and work programmes</li> <li>Providing technical oversight and collaborating to facilitate new work practices</li> <li>Consulting and collaborating on project development across the scientific function areas</li> <li>Coordination and communication</li> <li>Collaborating and facilitating integrated approaches to programmes and projects to best meet the requirements of member PICTs and donors</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: Manages within the limits provided by the manual of delegations, under SPC delegation policies for that level of accountability and responsibility.

Budget Sign off Authority without requiring approval from direct supervisor: (as per SPC Delegations policy)

**Personal Specification:**

**Qualifications**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>A master's degree from a recognised institution in a discipline relevant to sustainable development and climate change (coastal fisheries, aquaculture, natural resources management, environmental sciences, international development, or economics)</li> </ul>	<ul style="list-style-type: none"> <li>Experience in one or more of the areas of coastal fisheries and aquaculture programming</li> <li>Climate change science and/or governance certification.</li> <li>Project management certification</li> </ul>

**Knowledge/Experience**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>At least 8 years of practical experience in international development and climate change areas.</li> <li>Over 5 years of experience in medium-large climate change project management and /or development.</li> <li>Demonstrated experience in grants/proposal writing and mobilisation of funds.</li> </ul>	<ul style="list-style-type: none"> <li>Sound knowledge of the Pacific context, including the regional institutional landscape, climate change and sustainable development governance, and scientific issues relating to climate change.</li> <li>Awareness of climate finance modalities.</li> <li>Sound knowledge and experience of the GCF (Green Climate Fund) modalities, policies, and requirements.</li> </ul>

<ul style="list-style-type: none"> <li>• Sound knowledge of issues related to climate change adaption and mitigation in the Pacific islands region.</li> <li>• Demonstrated ability to lead strategically with a solid understanding of project development and management of complex regional or international funded projects.</li> <li>• Demonstrated experience in relationship building and working with a wide variety of donors and development partners with awareness of their policies and procedures.</li> <li>• Proven history of successfully building and leading project design and development, including with people of different national and cultural backgrounds.</li> <li>• Demonstrated experience of leading and coordinating strategic consultation processes for regional positioning across a relevant sectoral agenda such as climate change in coastal fisheries and aquaculture.</li> <li>• Proven knowledge of international climate governance context, including financial aspects</li> <li>• Demonstrated knowledge of climate finance providers and their models and requirements.</li> <li>• Have a sound knowledge of the Pacific island region’s development context and the science of climate change impacts.</li> <li>• Proven experience in developing highly complex projects on a tight schedule with a several partners in the coastal fisheries and aquaculture sectors.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in delivering national-level technical assistance on climate change.</li> <li>• Aware of the broad options of climate finance would be an advantage.</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>• Credibility in the relevant field with solid knowledge of climate change issues as well as leveraging finance and resource mobilisation, especially in the coastal fisheries and aquaculture sectors</li> <li>• Excellent analytical and writing skills</li> <li>• Stakeholder engagement and communication</li> <li>• Sound technical advice</li> <li>• Able to think strategically and apply operationally</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Solid understanding of the context of the Pacific development landscape and key stakeholders</li> <li>• Excellent project management and development</li> <li>• Demonstrated work in multi-cultural environments</li> <li>• Prioritising and task coordination</li> <li>• Efficient utilisation of project resources</li> <li>• Adaptable to change</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Monitoring and evaluation of project activities</li> <li>• Knowledge of corporate affairs</li> <li>• Good leadership, interpersonal and communication skills</li> </ul>

	<ul style="list-style-type: none"> <li>• A high level of computer literacy</li> <li>• Gender, human rights and social inclusion</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPC policies and procedures</li> <li>• Effective in multidisciplinary, cross-cultural environment</li> <li>• Stakeholder awareness</li> <li>• Confidentiality of information</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

### 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.