



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Information and Knowledge Management Officer</b>
<b>Divison/Programme and Section/</b>	
<b>Project (if any):</b>	Pacific Regional NDC hub, Climate Change and Sustainability Programme (CCES)
<b>Location:</b>	SPC Suva, NDC Hub office
<b>Reporting to:</b>	NDC Hub Manager
<b>Number of Direct Reports:</b>	0
<b>Purpose of role:</b>	The role of the Information and Knowledge Management Officer is to: 1/Successfully lead, design and manage implementation of the NDC's IKM processes and systems, including maintain and update the PMT and the website, 2/ Ensure that NDC's data, information and knowledge management requirements are fully supported and constantly improved, 3/ Coordinate and provide IKM support from countries to NDC hub partners, including access to data, and 4/SPC Meeting and discussion with CCES team meetings and collaboration work with CCES and NDC Hub
<b>Date:</b>	June 2024

### Organisation Context:

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 to 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 Continent.

The threat of climate change demands SPC to 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 of 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. CCES is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC key contributors.

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 and Implementation Plan, CROP engagement, Pacific priorities in climate change negotiations and national policies. the CCFP is coordinated by CCES. The role of the NDC Hub, is espoused in the Implementation Plan of the 2050 Strategy under the Climate

Change and Disaster thematic area, Regional Collective Action 18. “Strengthen the Pacific NDC Hub to provide key climate finance readiness clearing house support for scaling up bankable climate financing pipelines for PICs.”

Established in 2016, the **Pacific Regional Nationally Determined Contributions Hub** (in the following referred to as “the NDC Hub”) aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs.

The objective of the NDC Hub is that PICs enhance and implement their country’s NDC, driving sustainable and resilient development and transitioning to a low carbon development pathway. The NDC Hub will promote partnerships with the private sector for financing and implementation of NDCs in the Pacific Island region. Specific outputs of the NDC Hub include:

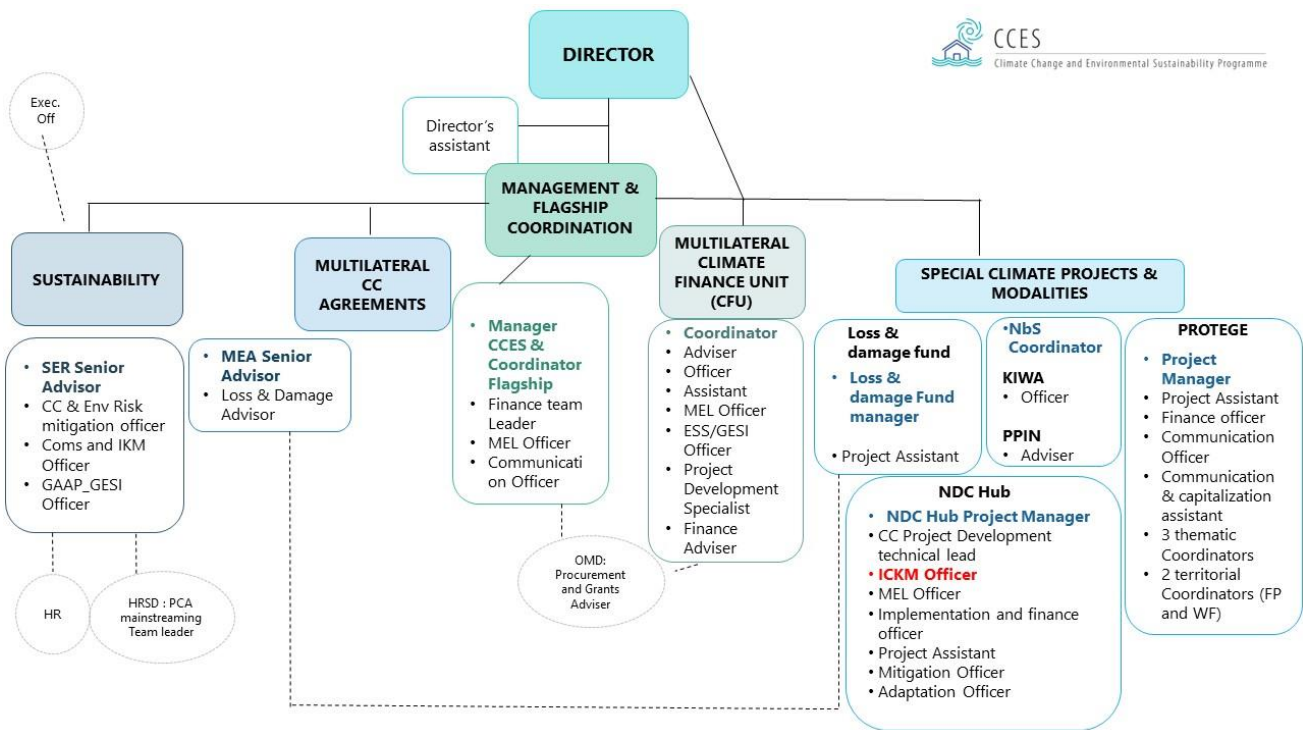
- **Output 1:** NDCs reviewed and enhanced
- **Output 2:** Roadmaps and investment plans developed to support NDC implementation at the national level informed by lessons and exchanges within the Pacific
- **Output 3:** Finance leveraged to support NDC implementation through improved regional coordination
- **Output 4:** Guidance and technical assistance provided, and tools produced to streamline and integrate NDCs into national and regional plans and processes as well as legislation and standards
- **Output 5:** NDC related information, best practices and learning mechanisms easily accessible to national, regional and global audiences

Until August 2024 GIZ manages the NDC Hub. After August 2024, SPC and more specifically the CCES Division will take over the coordination and management of the NDC hub, anchoring it into the Pacific regional architecture more broadly. This in itself supports an early win for the 2050 Strategy implementation Plan, Regional Collective Action 18. “Strengthen the Pacific NDC Hub to provide key climate finance readiness clearing house support for scaling up bankable climate financing pipelines for PICs” as outlined under the Climate Change and Disaster thematic area.

The NDC Hub provides a strong ‘Readiness’ function in so far as it helps countries create the right enabling environments to support effective implementation of their NDCs. This is complimented significantly by SPCs growing capability in access to climate finance both as an accredited entity and through its bilateral partnerships enhanced by the Climate Change Flagship as a programmatic approach to SPC wide climate action. The NDC Hub will work closely with SPC’s climate finance architecture which is also strengthening its networking of climate finance support with other key partners in the region and internationally including for example with, COMSEC, CFAN, and other direct access entities like SPREP, FDB, MFEM, MCT and so forth. This end-to-end prioritization, readiness, access and delivery of climate action and finance is envisaged a significant advantage of the migration of the NDC Hub into SPC in August 2024.

SPC-recruited staff for the positions below will report to the CCES NDC hub project manager and coordinate their work with the NDC Hub management and the SPC Pacific Data Hub manager.

Under the contractual responsibility of the CCES NDC hub project manager and in liaison with the NDC Hub management, **the Information and Knowledge Management Officer** coordinates the management of both the project management tool (PMT) and the NDC hub website and supports the work of the NDC Hub in the area of data, information and knowledge management.



**Key Result Areas:**

The Information and Knowledge Management Officer will be embedded within the core team of the Pacific NDC Hub located in the SPC campus Suva, Fiji and will which is led by the Hub Management as part of CCES. The Officer will report to the NDC hub project manager (administratively) and work in close coordination with the NDC Hub management, Climate Finance Unit, and the SPC Pacific Data Hub manager and their teams.

The Officer is in charge of developing substantive inputs and analyses to the development and delivery of technical assistance and capacity-building in the area of **data, information and knowledge management**, including **activities at both regional and at country level** and as per the needs of the participating countries expressed to the NDC Hub.

Key responsibilities of the role include:

1. Successfully design and manage implementation of the NDC’s IKM processes and systems, including maintain and update the PMT and the website
2. Ensure that NDC’s data, information and knowledge management requirements are fully supported and constantly improved
3. Provide IKM support from countries to NDC hub partners, including access to data
4. SPC Meeting and discussion with CCES team meetings and collaboration work with CCES and NDC Hub

The officer should ensure all activities are carried out in a gender-sensitive manner, with a respect for human rights and ensuring environmental sustainability in line with SPC SER Policy.

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA 1: Successfully, lead, design and manage implementation of the NDC’s IKM processes and systems, including maintain and update the PMT and the website (40%)</b></p> <ul style="list-style-type: none"> <li>• Update and manage the assessment of IKM needs of the NDC programme:</li> </ul>	<ul style="list-style-type: none"> <li>• Complete updated needs assessment</li> <li>• Good implementation of data governance set of policies supported</li> <li>• Training requirements prescribed, substantial portion of training material created and documented</li> </ul>



**KRA 2: Ensure that NDC's data, information and knowledge management requirements are fully supported and constantly improved (40%)**

- Keep IKM documentation up to date:
  - Lead and maintain a central repository for all NDC Hub technical outputs
  - Lead and review all technical outputs to ensure adherence to the NDC Hub's publication standards.
  - Coordinate with the NDC Hub's Senior Communications and MEL Officers on the content of information presented on the NDC web site,
  - Support the creation of science-based regional knowledge tools to inform NDC review, update and implementation, drawing upon national and regional data repositories
  - Ensure relevant data is decommissioned as per the data governance policies prescribed
- Work on promotion and use of the IKM within the NDC team and NDC stakeholders.
  - Feed into the NDC Hub review of policies, gap analysis, implementation roadmaps, investment plans, legal/regulatory frameworks with regard to data, information and knowledge management
  - Contribute to the NDC Hub reporting of activities, communication of results, and sharing of lessons learned, including support in collecting information according to the NDC Hub's project indicators, and communicating with all implementing staff (NDC Hub partners (GGGI, SPREP, GIZ) and external partners (UNDP, IRENA, NDC Partnership)) and consultants.
  - Participate in creation of indicators, measures and evaluation techniques to track progress of NDC goals
  - Document success of the IKM platform for the purpose of dissemination of learnings
- Links with PDH:
  - Envision and liaise with PDH team on creation of new features that would enhance IKM processes
  - Enhance the sharing, peer learning and linkages to national and regional information and knowledge management systems and tools, in particular drawing upon the work already undertaken by SPC in consolidating data and knowledge through the Pacific Data Hub
  - Ensure linkages and integration of the NDC Hub's work and national data collection with various portals (Pacific Climate Change Portal, Pacific Data Hub, PRDR, the SPC Energy Pacific Regional Data Repository)
  - Advise SPC/CCES and the NDC Hub on opportunities to strengthen regional data, information & knowledge management initiatives.
- Regularly update information on Pacific Island Countries' NDC progress, based on the current infographics developed
  - Researching national government and UNFCCC websites to find updated information.
  - designing and sending out a survey/questions to Focal Points to receive their input.
- IKM needs of the NDC programme are recognised and managed
- Programme documentation is up to date and available to the NDC team and the stakeholders
- Updates to the website specifically related to ongoing activities and country – related data are provided
- Regional activities have been identified and planned
- Promotion activities are planned and implemented
- NDC's IKM processes and systems and constantly renewed and improved
- Training activities have been conducted as per the agreed work plan
- Reporting of IKM activities and achievements is as per the agreed work plan
- Maintenance to the NDC Hub Website
- NDC Hub Data are properly maintained and adheres to NDC Hub policy and framework

<ul style="list-style-type: none"> <li>▪ checking with other development partners to confirm what NDC – related activities they are implementing in countries.</li> <li>▪ Lead, collecting, analysing, checking &amp; consolidating NDC related data.</li> <li>▪ Re-designing the infographics.</li> <li>• Advise and ensure that Information and Data analysis is readily available for negotiations support and MEL work. <ul style="list-style-type: none"> <li>▪ Ensure that data is readily available for, and analysis of data is available for use for the NDC Hub team and CCES Directorate. Country visit and negotiations work.</li> <li>▪ Advise on analysed data and stand-by as resource work for projects and for MEL purposes</li> </ul> </li> </ul>	
<p><b>KRA 3: Coordinate and provide IKM support from countries to NDC hub partners, including access to data (15%)</b></p> <ul style="list-style-type: none"> <li>• Support the strengthening of national data repositories and information management tools and systems and provide strategic advice and expertise in supporting their collection and management of data, information and knowledge.</li> <li>• Identify opportunities for regional activities to support needs expressed by one or more Pacific countries. This includes representing the NDC Hub at the IKM Working Group under the Framework for Resilient Development in the Pacific, potentially identifying ways for the NDC Hub to contribute to the Working Group.</li> <li>• Perform data collection and analysis when requested by the countries</li> <li>• Organize and carry out activities responding to regional and country specific and expressed needs in the areas of data, information and knowledge management</li> <li>• Advise the NDC Hub project manager with evidence and data driven substantive inputs and analysis</li> <li>• Consolidate and regularly update, funding information and opportunities to enable theNDC Hub to play a connection role between needs and appropriate sources of funding.</li> </ul>	<ul style="list-style-type: none"> <li>• Pacific countries have their data, information and knowledge management needs fully expressed in implementable activities</li> <li>• Work-plan activities responding to the country needs are implemented successfully</li> <li>• Ad-hoc countries requests are responded to in a professional and timely manner</li> </ul>
<p><b>KRA 4: SPC Meeting and discussion with CCES team meetings and collaboration work with CCES and NDC Hub (5%)</b></p> <ul style="list-style-type: none"> <li>• Support the SPC Data governance working group</li> <li>• Support the communication work (with ICKM CCES officer and corporate)</li> </ul>	<ul style="list-style-type: none"> <li>• Attending Meeting for SPC NDC Hub, CCES meeting</li> <li>• Collaborate if required with SPC, CCES team.</li> </ul>

- Work on CCES data and support integration in the PDH
- Support implementation of SPC led NDC Hub activities and trainings.

**Note:**

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:**

The major challenge of this position is to work closely and in a coordinated way with the four NDC Hub partners, the 14 eligible Pacific Countries, and the relevant SPC divisions. While mobilizing strong technical expertise, this will imply proactive engagement, as well as developing new and strengthening existing relationships.

Specific challenges include:

- Being familiar and updated with the UNFCCC data, information, and knowledge management terminology, discussions, challenges and requirements
- Having a sound knowledge of the Pacific region development context (incl. environmental & social issues)
- Having excellent capacities in the science of data and information and in the systems of information & knowledge management
- Working within a small team and reporting administratively and operationally to two supervisors
- Frequency and complexity of travel in the Pacific: time, logistical and personal constraints
- Providing high quality and convincing briefing, technical advice and reports
- Understanding the cultures within the Pacific region

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External-</b> Key external contacts are:</p> <ul style="list-style-type: none"> <li>• NDC Hub partners: GGGI, SPREP</li> <li>• Collaborating partners of the NDC Hub, including the UNDP, IRENA, and NDC Partnership amongst others.</li> <li>• Representatives of the 14 Pacific Countries, mainly NDC Hub focal points and their designated counterparts in terms of data, information and knowledge management</li> <li>• Other external partners managing data sets and information systems</li> </ul>	<p>The Officer will work closely with all the external contacts to ensure activities are identified, developed, designed and implemented within the specified timeframes.</p> <p>The Officer shall always find the best approach between:</p> <ul style="list-style-type: none"> <li>- Emails: requests / sending in forms – daily collaboration</li> <li>- Telephone / Skype: when no written record is needed, and it is more efficient than email</li> <li>- Direct exchanges on site with staff based in Noumea and other partners</li> <li>- Participation in meeting and seminars</li> </ul>
<p><b>Internal-</b>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• When appropriate, Director of CCES and all members of CCES incl. the Climate Finance Unit team &amp; the Environmental Sustainability Coordinator</li> <li>• All SPC divisions and units, in particular the PDH, PCREEEand GEM</li> <li>• All SPC Corporate Services</li> </ul> <p>Key internal contacts also are:</p> <ul style="list-style-type: none"> <li>• Other staff of the NDC Hub</li> </ul>	<p>The Officer will work closely with all the internal contacts to ensure activities are identified, developed, designed and implemented within the specified timeframes. The Officer will also provide briefing notes and responses to all relevant internal contacts when appropriate.</p> <p>The Officer shall always find the best approach between:</p> <ul style="list-style-type: none"> <li>- Emailing requests / sending in forms – daily collaboration</li> </ul>

<ul style="list-style-type: none"> <li>• NDC Hub coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- Telephone / Skype: when no written record is needed, and it is more efficient than email</li> <li>- Direct exchanges on site with staff based in Noumea and other partners</li> <li>- Participation in meeting and seminars</li> </ul>
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**Level of Delegation:**

- Routine Expenditure Budget: *Nil*
- Budget Sign off Authority without requiring approval from direct supervisor: *Nil*

**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**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Specialized degree in Information System, data systems and management or related field</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• A master’s degree in data systems and management, communications, public relations or related field</li> <li>• Project management certification</li> </ul>
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**Knowledge/Experience**

<ul style="list-style-type: none"> <li>• At least 5 years relevant experience in information and knowledge governance, management, sharing and learning, preferably within the Pacific Island region</li> <li>• Experience in day-to-day engagement with Government ministries and agencies</li> <li>• Experience in engaging with other stakeholders (private sector, NGOs, development partners, etc.)</li> <li>• Demonstrated ability to build and strengthen partnerships</li> <li>• Demonstrated ability to provide guidance on data, information and knowledge management strengthening</li> <li>• Strong technical advisory, analytical and problem-solving skills relating to data, information and knowledge management preferably in a sector of direct relevance to NDCs (e.g. energy, transport, climate change)</li> <li>• Experience in organizing consultations, validation meetings, workshops and capacity building events at the national and regional level</li> <li>• Demonstrated excellent oral and written communications skills in English are essential as well as excellent team building and interpersonal skills</li> <li>• Demonstrated competence in being well organized, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in all phases of the project cycle</li> <li>• Experience in assisting in policy development and strategic planning, evidence-based decision-making, research and analysis and project design</li> <li>• Overall understanding of the concept of climate change mitigation and vulnerability in the context of small island developing countries</li> <li>• A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of tasks to support the NDC Hub team in achieving their goals.</li> <li>• Sound knowledge of the Pacific context incl. regional institutional landscape, climate change and sustainable development governance.</li> <li>• Sounds knowledge of UNFCCC data, information and knowledge management issues.</li> <li>• Experience in delivering national-level technical assistance on data, information, and knowledge management</li> </ul>
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multiple, and sometimes urgent requests for support.	
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**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Aptitude for the provision of high-quality service</li> <li>• Skills in data, information and knowledge systems</li> <li>• Excellent analytical skills</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Knowledge of Climate change mitigation</li> <li>• Good understanding of the development cooperation context and key stakeholders in the Pacific</li> <li>• Demonstrated work in multicultural environments.</li> <li>• Demonstrated ability to take initiative and work without supervision.</li> <li>• Ability to work as part of a small team, with a high level of interpersonal skills.</li> <li>• Flexible approach and demonstrated ability to meet deadlines</li> <li>• Proficiency in common office software and in data systems</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>• Gender equality and equity</li> <li>• Social and environmental safeguards</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Ability to deal with confidential information in a professional manner</li> <li>• NDC and UNFCCC context</li> </ul>

**Key Behaviours**

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership

**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.