

**JOB DESCRIPTION**

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| **Job Title:**  | Integrated Ocean Management Adviser |
| **Division/Programme** **and Section/Project (if any):** | Geoscience, Energy and Maritime Division / Ocean & Maritime Programme / Ocean Management & Literacy Team and the Pacific Community Centre for Ocean Science |
| **Location**: | Suva, Fiji |
| **Reporting to:** | Team Leader, Ocean Management and Literacy  |
| **Number of Direct Reports:**  | None  |
| **Purpose of Role**: | Implement the Pacific Solutions Integrated Ocean Management (PSIOM) Programme across the Pacific, supporting Pacific Islands Countries and Territories implementing or developing their National Ocean Policy. |
| **Date:** | June 2022 |

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| **Organisational Context and Organisation Chart** |

This position is matrix managed between the Oceans & Maritime Programme at the Geoscience, Energy and Maritime (GEM) Division of SPC and the Pacific Community Centre for Ocean Science (PCCOS). The Integrated Ocean Management (IOM) Adviser will report to the GEM Team Leader - Ocean Management and Literacy while the day-to-day task management will be done by the Coordinator – Partnership and Engagement PCCOS.

GEM is comprised of three programme and one Programming Performance and Systems Unit. The three programmes are: i) Oceans and Maritime; ii) Georesources and Energy; and iii) Disaster and Community Resilience. The Oceans and Maritime Programme is organised to respond to SPC members’ needs in three focus areas – Policy and Governance; Technical Assessment and Data Management; and Capacity Building and Gender. The Oceans and Maritime Programme has a holistic approach in the four focus areas to successfully assist SPC members towards achieving four main outcomes: i) Good Oceans and Maritime Governance; ii) Sustainable Maritime Transport and Safe Navigation; iii) Strengthened Ocean and Coastal Monitoring and Prediction Services; and iv) Improved Ocean and Maritime Literacy and Capacity.

In commemorating the SPC’s 70th anniversary, the 10th Conference of the Pacific Community in 2017 agreed to task SPC to establish the PCCOS to be hosted at SPC in order to first set up a virtual Centre that brings together all of SPC’s internal scientific and technical expertise around ocean science, and in a second phase, to pursue the objective of becoming a true flagship initiative for scientific excellence and a dedicated regional science information and knowledge hub that brings together expertise in ocean and fisheries science through partnerships with other national and international scientific bodies. The initiative is now in its second phase, operationalizing and structuring PCCOS to implement integrated programming in ocean science and innovative international and regional partnerships to serve SPC’s country member integrated ocean governance and management.

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| **Key Result Areas (KRAs):** |

The position of Integrated Ocean Management Adviser will work in close collaboration with the Ocean Management & Literacy team and the PCCOS team. The position of Integrated Ocean Management Adviser encompasses the following Key Result Areas:

* Policy analysis and advice (30%)
* Programme management (30%)
* Capacity building and country support (20%)
* Policy briefs and knowledge products development (10%)
* Resource mobilisation (10%)

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

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| **KRA 1 : Policy analysis and advice (30%)*** Provide advice on and assist member countries to formulate policies for ocean governance and management, including appropriate legislative, regulatory and contractual frameworks, and including traditional knowledge and ocean governance
* Advise on regional and national ocean, coastal issues and knowledge gaps to inform integrated ocean management, blue growth opportunities, and ocean and coastal development
* Develop high quality Policy / Evidence / Thematic Briefs to enable decisions linking economic development with sustainable ocean management, innovation and investment, based on Pacific issues, experiences and learning
* Lead on reviews of policy, legislation, frameworks, and other regulatory instruments;
* Prepare written and oral advice and recommendations
* Contribute to international seminars, conferences and expert group meetings
* Represent SPC in regional intergovernmental and global multilateral initiatives on Ocean Governance and Management, such as the Marine Sector Working Group, regional consultations on ocean management and UN-led mechanisms (DOALOS, BBNJ, COP, etc.)
* Identify and research new products/tools and liaise and collaborate or negotiate with providers of services/tools for in-house and Pacific wide use
 | * High-quality briefs and technical advice are developed and communicated in an appropriate manner
* Sound and timely advice is provided to GEM and PCCOS leaders, as well as the SPC executive
* Requests for technical assistance from members receive positive feedback on services provided
* Effectively represents SPC on IOM issues as a subject-matter expert
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| **KRA 2 : Programme management (30%)**In collaboration with the PCCOS team:* Drive implementation of PCCOS’ Pacific Solutions for a Healthy Blue Pacific: Integrated Ocean Management (PSIOM) Programme, ensuring alignment with multiple donors and SPC requirements.
* Facilitate co-design and planning processes involving key SPC divisions, regional and country stakeholders
* Develop work plans, providing timelines and outputs;
* Implement programme-level monitoring and evaluation framework
* Engage and manage external consultants and partners to undertake required elements of the workplan for extended continental shelf claims.
* Implement project and budget management best practices and tools while ensuring high quality deliverables are produced
* Document project activities and learning, making sure learning are disseminated appropriately
* Lead on donor reporting and donor relationship management
 | * The PSIOM Programme is delivered with high performance standards
* Useful information on the PSIOM Programme and related projects is provided to GEM and PCCOS teams, SPC executive and relevant donors and partners.
* Development partners and SPC staff are satisfied with the PSIOM programme implementation and deliverables.
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| **KRA 3** : **Capacity building and country support (20%)*** Initiate, develop and deliver capacity-building activities (training workshops, webinars, seminars, etc.) for SPC’s member countries to understand and apply ocean governance and management, and implement their National Ocean Policy, and progress toward their Sustainable Development Goals.
* Develop appropriate tools to fill information gap identified by members countries and accompany their implementation
 | * SPC’s member countries capacity needs are identified through capacity mapping and stakeholder surveys and integrated to capacity development plans.
* SPC member countries receive on time the sound advice they requested
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| **KRA 4 : Knowledge management and knowledge products development (10%)*** Implement best practices in knowledge management by documenting and sharing lessons, outcomes and impacts to internal and external audiences
* Collaborate on and quality assure knowledge products on ocean management
* Contribute to knowledge-based platforms
 | * Knowledge products developed by PCCOS contribute to national and regional learnings.
* Regional development agencies and partners are aware of the work, impacts and achievements of the PSIOM and related projects
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| **KRA 5 : Resource mobilisation (10%)*** Coordinate the preparation of grant proposals and negotiation of contracts for new science and research concepts on Ocean Governance and Ocean Management
* Lead resource mobilisation effort in relation to Ocean Governance and Ocean Management with potential donors and partners and submit concepts and proposals
 | * High-quality proposals developed
* New grant agreement signed for PCCOS with development partners
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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.

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| **Most Challenging Duties Typically Undertaken (Complexity):** |

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| * Support flexibility and advice in integrated programming
* Providing accurate and contextualised policy advice to SPC member countries in relation to Ocean Governance and Management
* Coordinating a wide range of stakeholders to ensure sound technical and financial monitoring of PCCOS projects in compliance with SPC rules and procedures.
* Drafting high-quality reports and other writing as required.
* 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 policy briefs and other briefing papers.
* Building and maintaining effective relationships across SPC to support projects development, events preparation, or briefings.
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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**Key external contacts are:In-country focal pointsInternational DonorsCROP agenciesDevelopment agencies | * Liaise withing framework of project oversight and steering
* Coordinating actions
* Develop support
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| **Internal**Key internal contacts are:PCCOS staffGEM staffSPL teamFAME team leadersGEM team leaders* SPC Corporate and Support Services
 | * Advising on Integrated Ocean Management policies, priorities and implementation status.
* Collaborating on projects within the Programme.
* Coordination and Communication on GEM and PCCOS areas of work
* Lead on project management for the IOM Programme.
* Coordination and Communication with FAME on fisheries and aquaculture matters
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| Level of Delegation: |

Routine Expenditure Budget: *0 €*

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

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| **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**

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| Essential: | Desirable: |
| * Post-graduate Degree in relevant field such as law with a specialization in natural resources, maritime, or public international law.
 | * Masters level qualifications in law with a specialization in natural resources, maritime, or public international law.
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**Knowledge/Experience**

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| Essential: | Desirable: |
| * At least 7 years of experience in the practice of law and in the implementation of projects related to the governance of the ocean or ocean resources
* Experience in legislative drafting, policy development and/or in negotiations relating to ocean resources.
* Experience in international context, gained in an international organization, government ministry or the private sector
* Strategic thinker with well-developed analytical skills and attention to detail and experienced in strategic planning and consultation processes.
* Experience in project management and coordination.
* Excellent communications and writing skills in English.
* Experience in budget development and execution.
 | * Knowledge of ocean and climate issues in the Pacific.
* 5 years’ experience working on policy analysis or advice in the Pacific.
* Good knowledge of the Pacific organisations and their role.
* Proven ability to meet deadlines within budget constraints and creative, innovative and flexible approaches to problem solving.
* Demonstrated experience in setting priorities successfully.
* Familiarity with SPC Corporate policies, strategies and systems.
* Experience of working on EU, MFAT and/or DFAT funded projects.
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**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

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| **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.