



JOB DESCRIPTION

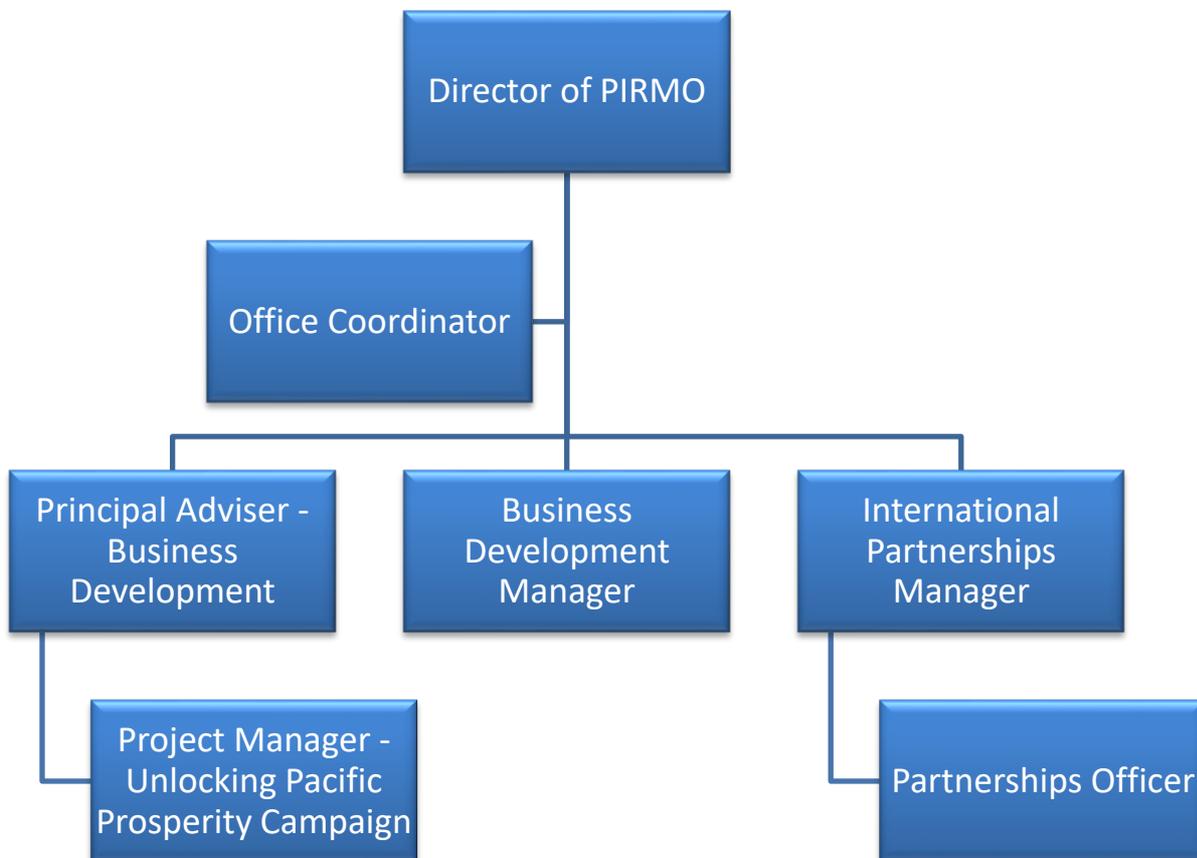
Job Title:	International Partnerships Manager
Division/Programme:	Partnerships, Integration and Resource Mobilisation Office (PIRMO)
Location:	Suva, Fiji
Reporting to:	Director of PIRMO
Direct Reports:	Up to 4 direct reports
Purpose of Role:	<p>Within the PIRMO office and in cooperation with all relevant areas across SPC, the primary purpose of this role is twofold:</p> <ul style="list-style-type: none">- To maintain and enhance strategic external stakeholder relationships with SPC's partners, as well as maintain high quality internal stakeholder relationships including with the Senior Leadership Team and regional liaison leads, to help shape the future direction of SPC.- To provide oversight of, and manage the delivery of, the contractual commitments outlined in the funding agreements with all five metropolitan country members, particularly Australia, New Zealand and France which all have formal, multi-year partnership agreements with SPC, as well as other strategic partners including IFI's and international NGO's. <p>This role is envisaged to manage a new and growing team reflecting forecasts that SPC's funding portfolio and the diversity in the types of funding received will expand in size and complexity to enable long-term growth in our capability, maintain our organisational credibility, and evolve our value to the Pacific and to our entire membership.</p>
Date:	March 2024

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting impactful development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, human rights and social policy development, and conservation of plant genetic resources for food and agriculture.

SPC shares the vision for our region as endorsed in SPC's Strategic Plan 2022-2031. SPC's mission is to work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of the Pacific Islands' contexts and cultures.

SPC's headquarters is based in Noumea, New Caledonia. We also operate the Fiji Regional Office in Suva, Fiji; the Micronesia Regional Office in Pohnpei, Federated States of Micronesia; the Melanesia Regional Office in Port Vila, Vanuatu; the Polynesian Regional in Nuku'alofa, Tonga; and a country office in Honiara, Solomon Islands.

The office of Partnerships, Integration and Resource Mobilisation is a relatively new function at SPC, with the Director appointed two years ago. This advertised role is also new and will form part of the PIRMO leadership team, establishing and institutionalising PIRMO's functions, team culture, and ways of working.



Key Result Areas (KRAs):

The position of international Partnerships Manager is responsible for managing, optimising, and growing relationships with existing funding partners to assist in securing ongoing funding for SPC, the delivery of the contracted commitments, and advancing our Strategic Goals and relevant workstreams in the SPC Strategic Plan 2023-2031. The role involves working closely with internal stakeholders to ensure successful partnership management as there are many relationship-holders across SPC. Identifying opportunities that could deliver towards the right kind of funding needs is a key part of this role, as well as developing and implementing strategies to optimise relationships and proactively manage risks. In collaboration with other divisions across the organisation

this new position will support the Director of PIRMO to achieve the following major functions or Key Result Areas (KRAs):

Resource Mobilisation:

Resource Mobilisation (generating and maintaining funding) is an essential component for SPC operations and to achieve its objectives. It is the process of identifying, engaging, negotiating, securing, and managing resources to achieve a particular goal.

- Co-create with PIRMO's Business Development Manager, a Partnership Architecture that clearly articulates funding levels by funding partner and properties supported. Within this architecture there will be the requirement to identify and assess organisational and divisional assets and rights that can be packaged and offered to strategic partnerships thereby creating a more diversified funding portfolio.
- Coordinate with internal stakeholders to ensure alignment of partnership strategies with organisational goals and priorities.
- In conjunction with the Director of PIRMO, lead the funding renegotiation process with key metropolitan country funding partners such as Ministry of Foreign Affairs and Trade in New Zealand, US Agency for International Development, and Department of Foreign Affairs and Trade in Australia.
- Develop an in-depth understanding of SPC's European Union funding and identify opportunities to develop this relationship further.
- Oversee the onboarding process for new funding partnerships particularly the new "Cornerstone" funding partners when contracted for the SPC flagship programmes (Oceans, Gender, Climate, Food) and provide support for cornerstone partnerships already in place.
- Utilise innovative technology solutions to implement a CRM-like tool that supports relationship management and the delivery of contractual commitments, in collaboration with internal allied stakeholders.
- Manage, monitor, and report on partnership performance and adjust strategies as needed, in close collaboration with key allied stakeholder, the Strategy Performance and Learning office.

Leadership:

Leadership is the ability to inspire, motivate, and guide SPC teams towards a common vision and purpose. It involves providing direction, setting goals, and creating a supportive environment where your colleagues can thrive and contribute their unique talents and perspectives. Effective leadership requires strong communication skills, emotional intelligence, and the ability to build strong relationships and trust. In this role, the Partnerships Manager is expected to -

- Provide strategic and management advice, produce white papers, and provide high-quality analysis to the PIRMO Director and to the Executive and SLT as directed, and where relevant to SPC's governing bodies on partnership management, developing existing fundraising and other outreach strategies.
- Model a tenacious, "take the initiative" mindset to optimise and grow relationships with external stakeholders, with an emphasis on donors with which we have a formal, multi-year, partnership agreements.
- Build, supervise, and lead a team of skilled professionals, instilling a Pacific-centric growth mindset.
- Coordinate and collaborate with and support the broader network of partner management capabilities across SPC and recommend actions to improve processes and enhance their relevance.
- Demonstrate curiosity, self-motivation, resilience, and relationship building based on integrity, trust, and a deep understanding of Pacific values.

Communication, Strategy, and Policy:

Reputation and perception of its value to the region is critical to SPC's ability to deliver development effectiveness

and meet our contractual obligations. Together they play a significant role in influencing loyalty and trust by our members and donor partners. A successful Partnerships Manager will need to have superior presentation and communication skills, including strong negotiation and persuasion to -

- Co-design and collaborate with the Business Development Manager and allied internal stakeholders such as the Strategy, Performance, and Learning office: to design, develop, and implement strategies, plans, and activities to expand the funding size and type of funding from existing funding sources including relationship dynamics (strategic and operational) designed to support implementation.
- Integrate and leverage SPC’s 75-year legacy of delivering outcomes for the Pacific and successes outlined in the SPC results framework in pitch collateral and negotiations with existing funding partners, working with allied internal stakeholders such as the Communications team.
- Co-ordinate and collaborate with the Strategy, Policy, and Learning office to produce white papers and analysis that supports the optimisation of key existing donor relationships and advances workflows to achieve SPC’s Strategic Plan 2023-2031.
- Support the Communications team to develop digital and social strategies that support the strengthening of SPC’s external positioning and identify content that grows our reputation and builds brand awareness.

Integration and Engagement:

Integration and engagement are vital components of building strong relationships and achieving organisational unity. Integration involves bringing together diverse elements or systems to work together effectively, while engagement embraces active involvement of individuals or stakeholders in the process. Together, integration and engagement foster genuine collaboration to achieve SPC’s goals.

- Utilise the SPC Strategic Plan 2022-31 and the Resource Mobilisation Strategy 2023-2025 (to be launched in 2023) to drive objective setting and goals for resource mobilisation and partner management across the organisation.
- Support the alignment and integration of multiple SPC teams towards systems harmonisation, identifying existing funding partners to source funding from to ensure a coordinated One SPC process is followed.
- Oversee the supply of information to support the establishment and continual monitoring of an internal benchmark evaluation tool comparing SPC’s performance against other similar organisations including CROP agencies.

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

Jobholder is accountable for	<i>Jobholder is successful when</i>
Resource Mobilisation (35%)	<ul style="list-style-type: none"> • “Cornerstone” funding partnerships are successfully onboarded, aligned, and integrated into SPC’s four flagship programs for Climate Change, Gender, Oceans, and Food Systems. • A clearly defined and visualised view of SPC’s partnership architecture is in place outlining opportunities for enhancement and expansion. • The development of new opportunities with funders is proactively lead and well co-ordinated across SPC. • Excellent internal and external relationships are in place leading to engaging and innovative conversations in the delivery of contractual requirements, strategic positioning of SPC regarding its Strategic Goals and KFAs, and partnership negotiations. • Well scoped technology solutions are in place to support the streamlining, monitoring, and management of partner relationships and contractual commitments.

	<ul style="list-style-type: none"> Quality standards and tools for stakeholder engagement are in place.
Communication, Strategy, and Policy (25%)	<ul style="list-style-type: none"> Clear strategies are in place for managing an expanded and diversified portfolio of funding partners that supports the realisation of the long-term Key Focus Area's set out in the SPC Strategic Plan 2022-31. SPC's network of existing funding partners are maintained and broadened through positive interactions and targeted communication campaigns. SPC's internal "hub and spoke" model for managing partnerships internally is established and seen as a useful vehicle for maintaining and enhancing relationships. SPC's rich history of delivering value to the Pacific is well understood and promoted to leverage increased levels of funding.
Integration and Engagement (20%)	<ul style="list-style-type: none"> The SPC Strategic Plan 2023-2031 and the Resource Mobilisation Strategy 2023-25 goals and key focus areas are used as the key framework for prioritising tasks and activities and referred to in discussion with other divisions. Development and co-ordination of integrated and member country engagement is coherent, mapped, and accessible, and a collaborative approach undertaken to assessing member country needs. Opportunities for synergies and new initiatives are identified and acted upon within the job-holders portfolio.
Leadership (20%)	<ul style="list-style-type: none"> Models entrepreneurial "take-the- initiative" behaviour to drive and optimize relationships through a strong network of personal contacts. High quality direct reports are in place and delivering value across the organisation. Trusted source of partnership management knowledge for the Director, the SPC Executive and Senior Leadership Team. A positive team environment is created and nurtured, promoting a culture of performance, innovation, creativity and mutual respect. Strategic working relationships are developed and maintained with key internal and external stakeholders.

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):

- Influencing leadership teams and leading multistakeholder complex negotiations for programmes and projects, including at the enterprise level.
- Influencing SPC staff without having line authority, including the Executive and Senior Leadership Team.
- Diversity of tasks requiring a range of different skills and flexibility.
- Adapting and meeting expectations in a high-octane, pressured, multistakeholder environment.

- Managing and balancing multiple, ad-hoc and concurrent requests for advice, inputs or expertise while pursuing agreed work priorities.
- Building and developing a new team with a culture of excellence that centres people and values empathy and compassion.
- Creating integrated processes across multiple SPC divisions with staff located in multiple locations.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External:</p> <ul style="list-style-type: none"> - Member State and Territory representatives - Contacts in donor agencies, including high-level philanthropic leaders and private sector donors (individuals, foundations, and corporations) - Counterparts in other international agencies, including the CROP - Multilateral partners - Academics - Contractors - Other public and private partners 	<ul style="list-style-type: none"> - Liaison with Member representatives on governing bodies and/or in international, regional, or bilateral contexts. - Participation in negotiations, consultations and discussions with donors, member countries and other stakeholders. - Participation, when requested by the Director of PIRMO in interagency consultations. - Managing peer and funding partner relationships and expectations.
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> - Director-General, Deputy Director-General Operations & Integration and Deputy Director-General Science & Capability - Senior Leadership Team and thematic programme leads - Strategy, Performance and Learning team - Communications team - Legal team - SPC regional offices - Integrated programming teams and working groups working across Divisions - All divisions and programmes - Other support services - Staff 	<ul style="list-style-type: none"> - Providing strategic advice and knowledge. - Consulting and influencing. - Coordination, facilitation, and support for partner management, integrated and member country programming activities. - Management and supervision.

Level of Delegation:

Routine Expenditure Budget: xxx,xxx €

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

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> University post-graduate degree in any of political or social sciences, business management, economics, law, international relations, communication, marketing, or a related field, is required or the equivalent professional experience. 	<ul style="list-style-type: none"> Master's degree in any of political or social sciences, business management, economics, law, international relations, communication, marketing, or a related field Partnership Management or Account Management qualification

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 15 years of progressively responsible and relevant professional experience and partnership management responsibilities including securing ongoing funding. At least 3 years of experience in a leadership role, managing teams and driving results. A proven (multi-year) track record of significant success in account management or partner management and demonstrated ability to deliver added value to accounts/partnerships. Experience in managing long-term or multidisciplinary partnerships in an international development, government, or academic context. Superior analytical and quantitative skills Ability to assess and match funding partner interests to organisational values and stakeholder impact. Demonstrated cultural sensitivity and awareness, and the ability to effectively work with stakeholders and team members from different cultural backgrounds. English and French are the working languages of the Pacific Community. For the post advertised, fluency in English (both oral and written) is required with an excellent command of the French language being desirable and knowledge of a Pacific language being an advantage. 	<ul style="list-style-type: none"> Experience working with intergovernmental organisations and multilateral donors is desirable. Indepth knowledge of and experience in the Pacific region. Proven experience of the specific needs of an organisation working in the international development context. Sound knowledge of the international development landscape and programme development and delivery at international, regional and/or country level. Strong project management skills, particularly the ability to lead and deliver projects on-time while operating under pressure. Knowledge of other languages, especially Pacific.

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"> • Donor relations and partnership/account management • Leadership • Prioritisation, decision making, and problem solving • Political awareness • Written and verbal communication in English • Presenting and presentation • Ability to understand and explain business models and financial strategy • Ability to build effective partnerships and lead/influence multidisciplinary teams within large organisations or bureaucracies • Planning skills (e.g. strategic planning, programme and project design) • Well-developed analytical skills and attention to detail • Networking and relationship management
Advanced level	<ul style="list-style-type: none"> • Cross-cultural skills and ability to work with stakeholders and team members from different cultural backgrounds • Change management • Development programming and country engagement • Ability to work collaboratively with internal and external stakeholders. • Negotiation and influencing skills • Computer competency (Microsoft Office suite and Relationship Management tools)
Working knowledge	<ul style="list-style-type: none"> • Financial management experience • SPC programme activities • Familiarity with SPC Corporate policies and strategies • Understanding development issues in the Pacific

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
- Adaptability and Honesty
- Strong planning and organisation skills
- Resilient, resourceful, with a tenacious “start-up” approach to problem solving
- Team oriented and people-centred
- Result oriented and mission-focused
- Customer focus
- Working experience with colleagues and stakeholders from different backgrounds and cultures

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.