



## JOB DESCRIPTION

<b>Job Title:</b>	International Partnerships and Grants Adviser
<b>Division/Programme and Section:</b>	Partnerships, Integration, Resource Mobilisation Office
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	International Partnerships Manager, with matrix reporting to the Grants and Collaborations Manager.
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	Within the PIRMO office and in cooperation with relevant areas across SPC particularly the Legal Unit, the purpose of this role is twofold: <ul style="list-style-type: none"><li>- strengthen SPC's systems, analysis and approach to the development, management and reporting of international partnerships and grant arrangements;</li><li>- provide oversight of and manage the delivery of contractual commitments outlined in the funding agreements of SPC's metropolitan country members as well as other strategic partners including the European Union, International Financial Institutions and international NGOs.</li></ul>
<b>Date:</b>	December 2024

### Organisational Context

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 has a Resource Mobilisation Strategy 2023 – 2025 to ensure sustainable and flexible resourcing to deliver on the Strategic Plan.

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.



**Key Result Areas (KRAs):**

The position of International Partnerships and Grants Adviser encompasses the following major functions or Key Result Areas:

- Working with PIRMO leadership and allied internal stakeholders to coordinate the development of an inaugural SPC partnerships strategy that aligns with and advances the SPC Resource Mobilisation Strategy 2023-2025 in the implementation of SPC’s Strategic Plan 2022-2031
- Strengthening SPC’s systems, analysis and approach to the development, management and reporting of international partnerships, grants and contracts including through the development of tools and resources, coordination of an internal Network; development of an Intranet site, and data collation and analysis (20%);
- Providing oversight of and managing the delivery of contractual commitments outlined in the funding agreements of SPC’s metropolitan country members as well as other strategic partners including the European Union, International Financial Institutions and international NGOs
- Advising SPC’s leadership team and divisions on partnership and funding opportunities, design and development of strategic projects, development partner requirements and procedures, and monitoring and evaluation
- Preparation of communications and reports to support SPC’s partnerships including briefing notes, presentations, progress reports, proposals, communications, case studies and procedures

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>KRA 1: Partnerships strategy development and implementation (10%)</b></p> <ul style="list-style-type: none"> <li>• Supporting the PIRMO Director on the development and implementation of an SPC partnerships strategy through research, analysis and stakeholder engagement and coordination.</li> </ul>	<ul style="list-style-type: none"> <li>• SPC has a partnerships strategy in place, supported by an internal partnership architecture and tools to support SPC teams in their partner engagement.</li> <li>• SPC’s Resource Mobilisation Strategy is successful implemented.</li> </ul>
<p><b>KRA 2: Partnership liaison and management (20%)</b></p>	<ul style="list-style-type: none"> <li>• SPC’s partnerships are well managed (internally and externally), reporting and other related requirements are systematically met.</li> </ul>

<ul style="list-style-type: none"> <li>• Providing oversight of and managing the delivery of contractual commitments outlined in the funding agreements of SPC’s metropolitan country members including Australia, France, New Zealand and the United States as well as other strategic partners International Financial Institutions and international NGOs.</li> <li>• Develop an in-depth understanding of SPC’s European Union funding and identify opportunities to develop this relationship further.</li> <li>• Supporting negotiations with new development partners including development of partnership agreements and grant funding arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• The development of new opportunities with existing and potential donors are proactively supported and well coordinated across SPC.</li> </ul>
<p><b>KRA 3: Service and improvements in partnerships and grants management (30%)</b></p> <ul style="list-style-type: none"> <li>• With participation of SPC’s Legal team and key divisions, drive improvements and harmonise SPC’s systems and approaches for the development, management and reporting of international partnerships, grants and contracts.</li> <li>• Develop tools and resources, coordinate an internal Partnerships and Resource Mobilisation Network and develop a Partnerships Intranet site to support SPC partnership and grant management.</li> <li>• Manage, monitor and report on partnership performance in close collaboration with key allied stakeholder, the Strategy, Performance and Learning office.</li> </ul>	<ul style="list-style-type: none"> <li>• Partnerships and funding activities are compliant with SPC’s requirements and international standards, including record keeping and ethical obligations.</li> <li>• Improvements in processes, tools and systems are collaboratively identified and implemented.</li> <li>• Divisional Directors are clear on partnerships and funding in their divisions.</li> <li>• Staff are supported in understanding the requirements of the partnerships and funding processes and functions.</li> <li>• SPC’s partnerships and cooperation programmes are monitored and evaluated to facilitate interaction with donors and countries and, where necessary, to suggest corrective actions or new partnership opportunities.</li> </ul>
<p><b>KRA 4: Internal advice on partnerships, resource mobilisation and strategic projects (25%)</b></p> <ul style="list-style-type: none"> <li>• Support the International Partnerships Manager to advise the PIRMO Director on partnership and funding opportunities, design and development of strategic projects, partner requirements, and procedures and funding mechanisms.</li> <li>• Collate and analyse data on SPC’s partnership and grants context, trends and opportunities to advise senior leadership and members.</li> </ul>	<ul style="list-style-type: none"> <li>• Partnership and fundraising activities are promoted across SPC, by providing guidance regarding donors' priority areas of interest, including key programmes or thematic areas.</li> <li>• High quality written outputs are organised and prepared, such as background papers, correspondence with governments, mission reports, briefing materials for the Executive and Directors for their outreach initiatives, donor profiles and analyses of funding trends and opportunities.</li> <li>• Support is provided to facilitate and foster, where appropriate, a multisectoral approach to the design and development of programmes, projects and partnerships.</li> </ul>
<p><b>KRA 5: Communications and reporting (15%)</b></p> <ul style="list-style-type: none"> <li>• Prepare corporate presentations for senior leadership for existing and potential donors on various thematic, country and integrated programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Agreements and other documents are prepared in accordance with SPC standards, country and/or donor requirements.</li> <li>• Support is provided to ensure alignment of integrated and country programming activities</li> </ul>

<ul style="list-style-type: none"> <li>• Prepare funding agreements and reports and papers for SPC's governance mechanisms.</li> <li>• In collaboration with the Legal Unit, draft standard funding agreements with donors.</li> <li>• Prepare communications materials including briefing notes, proposals, submissions and case studies.</li> </ul>	<p>with partnerships and resource mobilisation strategies.</p> <ul style="list-style-type: none"> <li>• SPC's image is promoted through presentations delivered by senior management and representing the organisation at meetings, conferences and other occasions, as required.</li> <li>• Strategic reporting on partnerships and funding issues to the Audit and Risk Committee, Senior Leadership Team and OMD Management Team.</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>• Supporting management and coordination of complex partnerships, programmes and projects involving multiple external and internal stakeholders</li> <li>• Capacity building across SPC divisions and influencing SPC staff without having line authority.</li> <li>• Diversity of tasks requiring a range of different skills and flexibility.</li> <li>• Promptly responding to multiple, ad-hoc and concurrent requests for advice, inputs or expertise while pursuing agreed work priorities.</li> <li>• Ensuring effective cross-functional communication and engagement.</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> <ul style="list-style-type: none"> <li>• SPC members</li> <li>• Staff at all levels of development partners and donors</li> <li>• Civil society representatives</li> <li>• Consultants and contractors</li> <li>• Auditors</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting at meetings with representatives to brief on SPC policy, programmes and projects.</li> <li>• Follow-up on agreed actions</li> <li>• Consultations and negotiations of agreements.</li> <li>• Coordination of input into audits.</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• SPC Executive team</li> <li>• Divisional directors, managers and other senior staff</li> <li>• Technical experts in divisions</li> <li>• Procurement team</li> <li>• Partnerships and funding staff embedded in divisions</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings with members of the Senior Leadership Team to provide advice and support on sensitive issues.</li> <li>• Providing support and advice to Directors and managers on issues related to partnerships, resource mobilization and programming.</li> <li>• Outreach and support to SPC staff.</li> <li>• Briefing and reporting on meetings.</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

### 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

Essential:	Desirable:
<ul style="list-style-type: none"><li>• Post graduate qualification in a relevant field such as political or social sciences, business management, law, international relations, or equivalent body of knowledge and experience.</li></ul>	<ul style="list-style-type: none"><li>• Master's degree in political or social sciences, business management, law, international relations, or a related field.</li></ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"><li>• At least 7 years of progressively responsible professional work experience in a partnerships or related role, including at the international level.</li><li>• Strong understanding of international partnerships and donor context in the Pacific region.</li><li>• Experience managing formal partner and donor relationships to deliver on organisational priorities including with USAID, DFAT, MFAT, ADB and World Bank.</li><li>• Experience in the development and implementation of organisational policies and systems for partnership and grant management.</li><li>• Good research, analytical and evaluative skills and the ability to identify and contribute to the resolution of problems/issues.</li><li>• Excellent stakeholder management, interpersonal and communications skills. Excellent computer skills (Microsoft Word and Excel).</li><li>• Fluent in English.</li><li>• Ability to work in a multi-cultural and gender-sensitive environment.</li></ul>	<ul style="list-style-type: none"><li>• Experience managing international partnerships in the Pacific region.</li><li>• Experience working with intergovernmental organisations and multilateral donors.</li><li>• Working experience with enterprise resource planning systems and fund management tools or other similar systems.</li></ul>

### 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>• Strategic skills (e.g core role in designing a programme which brought about a development change)</li> <li>• Planning skills (e.g. strategic planning, programme and project design)</li> <li>• Well-developed analytical skills and attention to detail</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Excellent computer skills (Microsoft Word and Excel)</li> <li>• Excellent oral and written communication skills</li> <li>• Familiarity with SPC Corporate policies and strategies</li> <li>• Understanding development issues</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Basic financial management experience</li> <li>• SPC programme activities</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Development issues in the Pacific</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 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.