



Pacific
Community
Communauté
du Pacifique

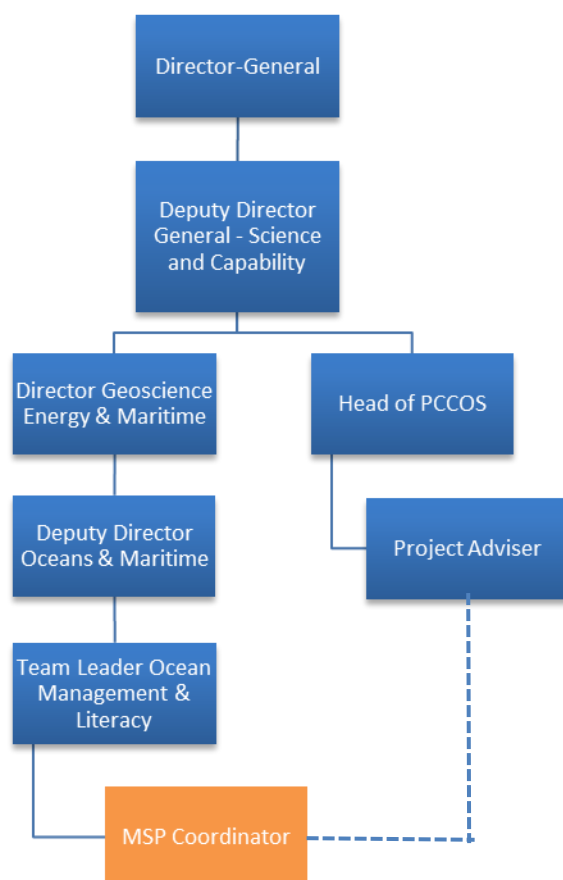
JOB DESCRIPTION

Job Title:	Marine Spatial Planning Coordinator
Division/Programme and Section/Project (if any):	Ocean and Maritime Programme, GEM
Location:	Suva
Reporting to:	<i>Team Leader, Ocean Management & Literacy</i>
Number of Direct Reports:	0
Purpose of Role:	<i>Effectively coordinate and manage the Climate Resilient MSP Project including the progress on the MSP process in Palau with the Palau Ministry of Agriculture, Fisheries and the Environment, the capacity building component and work with other national, regional and international stakeholders on improving coordination on MSP in the Pacific.</i>
Date:	25 November 2022

Organizational Context and Organization Chart

The Pacific Community (SPC) is a regional organization assisting Pacific Island Countries and Territories to achieve their development goals by delivering technical, scientific, research, policy and training services. The SPC works across the region to assist member countries to better manage vulnerability and risks such as those associated with climate change, natural disasters and water security, including through the implementation of national and regional donor-funded projects.

One such project is the United States funded 'Climate Resilient Marine Spatial Planning for the Pacific Islands' Project. The purpose of this project is to support the Republic of Palau government and other Pacific Island countries in developing marine spatial plans (MSP) informed by the best scientific information available, including climate change scenarios. The MSP Project Coordinator will lead the implementation of this project and contribute to other initiatives on ocean management and ocean science within the Ocean Management & Literacy team and the Pacific Community Centre for Ocean Science (PCCOS).



Key Result Areas (KRAs):

1. Project Management and Implementation (30%)
2. Coordination and Stakeholder Management (20%)
3. Technical Advice, Training and Country Support (30%)
4. People Management (20%)

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

Jobholder is accountable for	Jobholder is successful when
Project Management and Implementation (30%) <ul style="list-style-type: none"> Develop and continuously update project implementation documents (costed workplan, daily log, issue log, risk register, etc.) Manage budgets and prepare, collate and submit financial reports Provide project level reporting and review Coordinate logistics and in-country implementation with Palau-based stakeholders and project team Initiate and facilitate meetings and provide leadership Resolve operational problems Ensure that monitoring, evaluation and learning (MEL) activities and methods are incorporated into project implementation and service delivery 	<ul style="list-style-type: none"> The work plan is completed within budget and on schedule Development partner reporting requirements are met Programme Monitoring, Evaluation and Learning results are reported to stakeholders and development partner Regional partners and stakeholders are informed and able to access information and feedback is positive Data sharing and access agreements are in place Project documents are accessible and up to date Project implementation is monitored Project delivery is aligned with stakeholders' needs. Project activities are undertaken within SPC rules and regulation Lessons learnt are collated, accessible and capitalised on.

<ul style="list-style-type: none"> • Supervise and track deliverables and outputs, and provide detailed reports • Lead SPC's interaction with partners, stakeholders, and advisory bodies in relation to the project products and activities • Recruit and manage staff assigned to administrative, operational or technical roles as per the project work plan • Ensure decisions of management are articulated to technical team and implemented • Lead on the organisation of subregional and regional workshops on MSP and integrated ocean management • Undertake procurement activities • Support the development of project concepts and proposals, including drafting of budgets and timelines 	
<p>Coordination and Stakeholder Management (20%)</p> <ul style="list-style-type: none"> • Manage the transfer of Climate Resilient MSP products and activities into SPC • Responsible for effective collaboration and coordination with Climate Resilient MSP and ocean management partners and stakeholders (primarily with the Ministry of Agriculture, Fisheries and the Environment in Palau) • Responsible for initiating and facilitating regular meetings with SPC GEM, FAME, and PCCOS team members and Palau-based project staff and committee members contributing to MSP. • Ensure responsive services to member requests in the areas of ocean management, etc. • Initiate, develop and maintain working collaborations with regional and international partners on topics and issues where ocean management is of relevance • Represent SPC on panels and forums relevance to ocean science and management • Initiate and lead discussions with diverse partners (INGO, private institutions, subject matter experts) on a multi-stakeholder approach to country-driven MSP in the Pacific. 	<ul style="list-style-type: none"> • Project/Program team is well coordinated and motivated, and the Climate Resilient MSP stakeholders and donor are well informed • Good working relationships with Pacific Regional Organisations and partners are established and maintained • Project outputs and activities are integrated into regional partner activities and meet current and anticipated demand. • More effective coordination among partners is achieved on MSP • A multi-stakeholder approach to country-driven MSP in the Pacific is agreed upon and shared broadly with country stakeholders and regional partners
<p>Technical advice, Training and Country Support (30%)</p> <ul style="list-style-type: none"> • Contribute to the identification, collation and collection of relevant data on marine ecosystem, marine species and ocean use to produce multilayered maps and other decision support tools. • Integrate identified knowledge gaps and user requirements into training materials • Manage and contribute to the development of Climate Resilient MSP related training materials 	<ul style="list-style-type: none"> • Knowledge gaps are identified and tools, specifically the ocean portal, are developed and/or modified in response • Technical training material is developed and accessible, e.g. via online courses, portals, and printed materials. • Capacity mapping exercises and stakeholder surveys are undertaken, and feedback is incorporated into future training events and materials

<ul style="list-style-type: none"> • Responsible for workshop management and planning • Keep up to date with relevant technologies and advancement related to ocean prediction and observation, coastal risk monitoring and climate change scenario and impacts on commercially important species such as tuna to support SPC's improved service delivery. • Advise on regional and national ocean, coastal issues and knowledge gaps to inform ocean and coastal management, and to address climate change issues, and disaster risk reduction • Initiate, develop and maintain working collaborations with regional and international partners on topics related to integrated ocean management and MSP • Identify and research new products/tools and liaise and collaborate or negotiate with providers of services/tools for in-house and Pacific wide use 	<ul style="list-style-type: none"> • Capacity building activities take place in Palau (e.g., on-the-job training), in SPC campuses and with partner organisations • Capacity building data and evaluations are captured, including 6-month post-workshop follow-up survey • Marine spatial planning processes are informed by the best available science, including climate change science to inform zone decisions in Palau and other countries
<p>People Management (20%)</p> <ul style="list-style-type: none"> • Manage the performance and supervise a group of Technical Assistants and Specialists in the delivery of a MSP process in Palau with relevant capacity building activities and regional coordination • Influence staff and mediate between colleagues to resolve complex and contentious issues • Identify opportunities and organise capacity development activities and for staff and stakeholders • Build strong and effective team capable of providing the highest quality service to member countries and clients • Monitor the performance and workloads to ensure that objectives and deadlines are met 	<ul style="list-style-type: none"> • Positive feedback from staff are received through the performance development system • Competent and motivated team is in place, performing efficiently and effectively • Staff training and career developments are resourced and utilised by staff

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"> • Delivering project activities in remote with a local team based in Palau embedded in a government ministry • Keeping positive and fruitful relationship with regional partners with different approaches, expertise and agenda related to ocean management (e.g., conservation and production) • Facing contentious issues whilst leading a team or workshop in a remote location with limited support from the office • Ad hoc requests that are made outside of the agreed workplan, e.g. from adding countries needing advice or support on MSP processes • Coordinating with multiple parties, including different SPC divisions and units, consultants, technical partners, and in-country team to produce outputs within the specified timeframe

- Coordinating and facilitating information exchange, networking, and partnership building
- Working within an ecosystem of inter-related projects
- Extensive travel within the region

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Technical partners within international and regional organisations such as IUCN, IOC, NOAA, PacIOOS, UNEP, IRD, SPREP, DFAT, MFAT, etc • National entities in member countries such as Ministry of Agriculture, Fisheries and the Environment • Member country counterparts, Technical, Director level. • Consultants, companies and service providers, e.g. publications editors, printers, training consultants, specialists, etc. 	<ul style="list-style-type: none"> • Collaborate on country specific activities and regional initiatives, project proposal writing, training workshops, etc. • Development partner interaction and reporting • Advise on appropriate methods and approaches • Technical exchange, seeking advice and support, project proposal writing, training workshops, etc. • Contracting, monitoring of agreements, delivery of outputs, procurement of services
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Deputy Director and GEM Director • Head of PCCOS, PCCOS Coordination, PCCOS Project Adviser • Team Leader Ocean Management and Literacy • Integrated Ocean Management Adviser • Colleagues and peers • Administrative and support personnel • Technical leads within other SPC programmes, e.g. transport and fisheries 	<ul style="list-style-type: none"> • Obtaining advice on OMP policies and procedures; providing feedback on OMP reporting. • Collaborate on the development of ocean knowledge hub, share knowledge, provide regular update, seek and provide guidance • To seek approval and/or guidance • Advise on ocean stakeholder needs, emerging technologies, etc • Resource mobilisation • Budgeting and reporting • Share knowledge, challenges and update regularly • Contribute to programme meetings, communications and reporting • Maintain internal contacts • Day to day tasks • Provide advice and guidance on tasks • Managing workflow and seeking outputs • Collaborative report writing • Plan field schedules and logistics administrative matters and managerial arrangements

Level of Delegation:

Routine Expenditure Budget: approximately EUR 850,000 per year

Budget Sign off Authority without requiring approval from direct supervisor:

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">• Postgraduate qualifications (MSc.) in Marine Science, Applied Science, Climate Change, Development, or equivalent	<ul style="list-style-type: none">• Qualification or formal training in project management

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">• At least 8 years of progressive experience in the field of ocean management, climate change, environment, fisheries, natural resource management, international development, etc.• At least 4 years' experience working in regional/international organisations to design and deliver donor-funded projects in the Pacific islands.• Demonstrated experience with the implementation of multi-sector projects• Demonstrated organizational skills and project management experience (financial, project administration)• Comprehensive understanding of climate change and ocean management issues• High degree of problem-solving at a project management level• Ability to communicate technical climate/oceans/geodetic information to non-technical audiences, including as a comprehensive training programme• Experience with multi-stakeholder participatory and consultative approaches including gender sensitive and rights-based approaches.• Excellent interpersonal skills in the multicultural environment of the Pacific Islands.• Strong oral and written communication skills in English	<ul style="list-style-type: none">• Professional practical experience in Pacific Island environments• Strong awareness of PIC issues particularly as they relate to MSP, integrated ocean management, climate change, disaster risk and sustainable development• Experience as a trainer or trainer of trainers• Experience in undertaking MSP processes

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">• Problem solving skills• Project management• Stakeholder engagement• Working in teams
Advanced level	<ul style="list-style-type: none">• Ocean and climate change science• Marine spatial planning• Training and facilitation
Working knowledge	<ul style="list-style-type: none">• Geographic information systems (GIS)• Online databases and portals• Project communications• Monitoring, evaluation and learning• Finance and budgeting
Awareness	<ul style="list-style-type: none">• SPC Regulations and Policies• Land survey techniques• Meteorological instrumentation• Fisheries science• Adaptation and development issues in small pacific island countries

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
- Ability to set priorities to meet deadlines.
- Multitasking role
- Proactive in seeking to develop new areas within the identified objective and strategies of the position and tasks.
- Passing of Knowledge and skills
- Strong team player
- Ability to work effectively in cross cultural environment
- Willingness to undertake frequent travel both within and outside the region

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.