



Pacific
Community
Communauté
du Pacifique

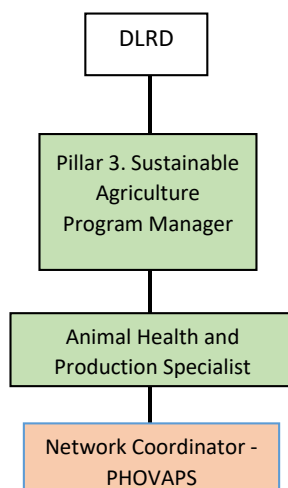
JOB DESCRIPTION

Job Title:	Pacific Heads of Veterinary and Animal Production Services Network (PHOVAPS) Coordinator
Work Unit:	LRD Pillar 3: Sustainable Agriculture Programme
Responsible To:	Animal Health and Production Specialist
Responsible For:	LRD Sustainable Agriculture Programme Linkages No. of Direct reports - 0
Job Purpose:	The role serves as the focal point for the Pacific Heads of Veterinary and Animal Production Services Network (PHOVAPS) network secretariat functions and the management of the network organisations to achieve its shared mission. The incumbent is responsible to build PHOVAP's capacity through technical support on programme development to address animal health and production issues of common interest, joint implementation, capacity building initiatives and policy advocacy to support resource mobilisation needs. The incumbent will work closely with the PHOVAPS in ensuring high level awareness and visibility of the network needs and strategic priorities through effective communication with allied members and key development partners.
Date:	April 2022

Vision:

"All CROP (Council of Regional Organisations in the Pacific) agencies contribute to achieving the vision embodied in the Pacific Plan of a region of peace, stability, economic growth, good governance and sustainable development. SPC is committed to these values and to working in partnership with national, regional and international organisations and development partners to serve its members."

Organisation Context:



Key Result Areas:

The position of **PHOVAPS Coordinator** encompasses the following major functions or Key Result Areas:

KRA 1: PHOVAPS Secretariat Support

Serve as focal point for the Pacific Heads of Veterinary Animal Production Services (PHOVAPS) through dialogue and joint programme development and implementation.

KRA 2: Policy and Advocacy

Support the implementation of the Pacific Animal Health and Production Framework (PAHPF) through programme and policy strengthening in close collaboration with LRD and PHOVAPS focal points.

KRA 3: Programming and Implementation

Provide support to SPC and PHOVAPS in the identification of resource needs, program development aligned to SPC-LRD business plan/one health initiative and the Pacific Animal Health and Production Framework (PAHPF) and coordinate implementation of network activities in the Pacific Island Countries and Territories (PICTs).

KRA 4: Communication and information dissemination

Coordinate work planning, communication, and reporting of activities to SPC, PHOVAPS governance, members and disease reporting obligations under World Organization for Animal Health (OIE)

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
PHOVAPS Secretariat Support <ul style="list-style-type: none"> Serve as focal point for the PHOVAPS Network related to networking, programming and joint action Promote PHOVAPS' Mission and Functions to members and with relevant development partners to broaden membership and streamline programmes related to animal health and production in the Pacific Maintain PHOVAPS membership, governance and operational structures aligned to its Charter and the Pacific Animal Health and Production Framework (PAHPF) priorities. 	<ul style="list-style-type: none"> Governance and operational structures of PHOVAPS formalised and operationalised in the region Annual workplans developed and resourced PHOVAPS Governance and annual meetings organised, and records of decisions kept and made available to members PHOVAPS' communication and distribution lists updated regularly
Policy and Advocacy <ul style="list-style-type: none"> Promote awareness on the Pacific Animal Health and Production Framework (PAHPF) through ongoing consultation and advocacy campaigns Coordinate the implementation of the PAHPF through policy strengthening in close collaboration with PHOVAPS focal points Coordinate high level advocacy on animal health and production at national and regional levels to support resource mobilisation 	<ul style="list-style-type: none"> PAHPF strategic priorities unpacked and promoted to countries Policy gaps identified and communicated to countries National AHP policies reviewed and updated New partnerships identified and mobilised Effective & efficient coordination of in country activities with partners Policy briefs developed and promoted to countries
Programming and Implementation <ul style="list-style-type: none"> Support ongoing coordination, identification, development, and implementation of PHOVAPS operational workplans aligned to the PAHPF and country priorities. Provide technical support to PHOVAPS on the implementation of its strategic priorities related to animal health and production in countries 	<ul style="list-style-type: none"> Member countries are capacitated in designing where applicable animal health related policies to respond to outbreaks of animal pests and diseases Animal health and production training guidelines developed and implemented in countries Community based animal programmes developed and supported

<ul style="list-style-type: none"> Coordinate and identify capacity building needs of countries in animal health and production and deploy technical support to address capacity needs. Liaise with PHOVAPS members in mobilising communities in the implementation of animal health and production activities. 	<ul style="list-style-type: none"> Animal husbandry practices promoted to countries and implemented in the field Implementation of in country activities as and when required
Communication and information dissemination <ul style="list-style-type: none"> Coordinate work planning, communication and reporting activities and services delivered in countries. Ensure high quality communication and visibility of network activities Coordinate, maintain and dissemination of technical information, briefings and reports Facilitate tracking of implementation progress of programme activities and document and disseminate results and impacts 	<ul style="list-style-type: none"> Timely delivery and dissemination of media products (newsletters, good agricultural practice notes) and activity reports Communication records of the network are kept in order Timely preparation and submission of progress, financial and annual reports

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> Coordination and implementation of assigned activities with various stakeholders with varying interests The ability to apply the needed skills to manage the interactions between partners and stakeholders

Functional Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> SPC member countries and territories Animal health and production services Regional and national networks Donors and development partners Crop Agencies and other regional bodies and associations 	<ul style="list-style-type: none"> Liaison, information sharing, meetings, planning and implementation of work activities Partnerships/collaborations on identification and implementation of activities
Internal <ul style="list-style-type: none"> LRD Directorate (ICKM, Research for Development and Operations) LRD Pillars and Senior Technical Advisors 	<ul style="list-style-type: none"> Coordination, planning, implementation, and reporting Integrated approach to implementation of cross cutting programmes

Level of Delegation:

Routine Expenditure Budget: zero

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

Person Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Bachelor's degree in Agriculture, animal production/science or related field 	<ul style="list-style-type: none"> Post graduate degree with specialisation in animal production/science is an advantage

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 3 years' experience in programme and policy development support related to animal health and production Proven experience in negotiating, building and maintaining professional, client-focused relationship and mutually beneficial partnerships Strong communication and interpersonal skills, creative thinker and ability to work independently 	<ul style="list-style-type: none"> Experience with donor project management, policy and advocacy work Proven experience in coordinating and managing regional partnerships and networks Demonstrated understanding of emerging issues relating to agricultural development in the Pacific

Key Skills /Attributes / Job Specific Competencies

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

Expert level	Demonstrate high level of initiatives and be innovative
Advanced level	Understand the purpose of the partnership, needs of partners and stakeholders
Working Knowledge	Excellent budget management skills and ability to coordinate efficiently with multi partners and staff, in a diverse and multi-cultural environment.
Awareness	Excellent oral and written communication skills

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

- Self-motivated
- Honest, reliable and dedicated
- Positive; sociable
- Well organised and able to manage deadlines
- Patient, amiable and good humoured.

Selection Criteria

In addition to having the above required knowledge, skills and experience, applicants will be assessed based on interview performance and work sample and the following other requirements:

- Aptitude for the provision of high-quality service;
- Clarity, confidence and articulateness in both oral and written communication;
- Strong analytical skills and the ability to master new material quickly;

- Project Management Experience;
- Ability to set priorities successfully in order to meet tight deadlines;
- Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies;
- Ability to work effectively in a cross-cultural environment; and
- 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 our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Director Corporate Services. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.