



JOB DESCRIPTION

Job Title:	Pacific Soils Partnership (PSP) Coordinator
Division/Programme and Section/Project (if any):	Land Resources Division (LRD)
Location:	Suva, Fiji
Reporting to:	LRD and across SPC divisions
Number of Direct Reports:	nil
Purpose of Role:	The PSP coordinator is responsible for the Pacific Soils Partnership Network (PSP) secretariat functions and the ongoing management of the network organisations to achieve its shared mission. The incumbent is responsible to build PSP capacity through technical support on programme development to support regional collaboration on soil management and research activities in the region.
Date:	<i>August 2023</i>

Organizational Context and Organization Chart

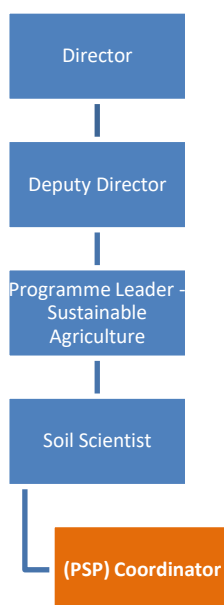
The Pacific Community (SPC) is the principal scientific and technical organisation supporting development in the Pacific region. It is an international organization established by treaty (the Canberra Agreement) in 1947 and is owned and governed by its 27 members including Pacific Island countries and territories. Its major focus over the last 70 years has been towards providing the Pacific islands region with essential scientific and technical advice and services.

The Pacific Community's (SPC's) Vision, under its Strategic Plan 2022-2031, emphasizes the need for peace, harmony, and prosperity, where all our people and communities live safe, free, healthy sustainable and productive lives. In alignment with this vision, SPC is committed to supporting its members achieve their development aspirations through seven focal areas including (1) Resilience and Climate Action; (2) Natural Resources and Biodiversity; (3) Food Systems (4) equity, education, and social development; (5) Sustainable Economies and livelihoods; (6) Planetary Health; (7) Institutional Effectiveness. Soil is a valuable resource for the Pacific Island Countries and Territories (PICTs) and cuts across these focal areas.

Soil resources provide ecosystem services critical to life and the Pacific food systems. Domestic food production from traditional systems is central to the livelihoods of most of the population in the region. However, there is substantial variation in soil resources, threats to soil function, information, capacity, and environmental challenges across the Pacific region. In addition, soil knowledge is a constraint on the sustainable intensification of agriculture and resilience to future challenges. Current traditional gardening systems in the Pacific Island Countries and Territories (PICTs) have become intensified and resulted in the depletion of the soil nutrient capital. At present, extension officers are unable to reliably ascertain which nutrients (or other factors such as diseases) are limiting production let alone recommend optimal nutrient

inputs. The lack of access to information on soil types and their distribution further limits the ability to extend the results from previous research studies or well understood farming systems to other locations across the PICTs. A lack of soil knowledge has been identified by farmers as a production constraint.

These challenges were identified by the soil community including universities and research institutes from 12 Pacific countries, the Secretariat of the Pacific Community (SPC) and the Food Agriculture Organization (FAO), in a meeting held in October 2014. Consequently, The Pacific Soil Partnership (PSP) formed in 2014 under the auspices of the Global Soil Partnership, agreed to collaboratively advance the sustainable soil management agenda in the Pacific through research, standard setting, education and awareness, and information and knowledge sharing on soils. Establishing effective coordination and partnership mechanisms is required to harness effective collaboration amongst partners and countries to achieve these objectives. The role will focus on working with the PICTs and development partners to coordinate partnerships.



Key Result Areas (KRAs):

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

KRA#1: PSP Coordination Support

Serve as focal point for PSP matters through ongoing consultation and coordination of PSP governance and communication and work planning process.

KRA#2: Programming and Implementation

Support all PSP focal points in priority setting, programme development and implementation of soil research and development priorities in the Pacific.

KRA#3: Policy and Resource Mobilisation

Coordinate policy strengthening and advocacy activities to strengthen leadership support and resource mobilisation on soil research and development initiatives in the Pacific.

KRA#4: Strategic communication and information dissemination (20%)

Coordinate high quality and regular communication flow with the PSP focal points and partners through the most appropriate communication tools and channels.

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 (30%): PSP Coordination Support</p> <ul style="list-style-type: none"> ▪ Coordinate the development and implementation of the PSP Governance Framework in accordance with national priorities. 	<ul style="list-style-type: none"> • Governance and operational structures of PSP formalised and managed. • Annual workplans developed and resourced • PSP Governance and annual meetings organised, and records of decisions kept and made available to members.

<ul style="list-style-type: none"> ▪ Coordinate ongoing consultations with members and development partners including priority setting and work planning for the PSP operations. ▪ Coordinate the implementation of relevant activities in collaboration with members and development partners. ▪ Coordinate trainings and field activities to strengthen national technical capacities on sustainable soil management practices. ▪ Establish pool of expert related to soil and farming systems and coordinate communications amongst PSP members and the experts. 	<ul style="list-style-type: none"> • PSP communication and distribution lists updated regularly. • Effective & efficient coordination of in country activities with partners.
<p>KRA#2 (30%): Programming and Implementation</p> <ul style="list-style-type: none"> ▪ Lead the development and implementation of PSP operational workplans aligned to national priorities. ▪ Working with the Soil Scientist, develop relevant concept notes for resource mobilisations purposes. ▪ Coordinate and identify through an agreed process, capacity building needs of countries and liaise with development partners to deploy technical support to address capacity needs. ▪ Effectively engage with PSP members in mobilising communities in the implementation of the PSP workplans and activities. ▪ Collaborates with relevant national, regional, and global technical networks such as the Koronivia Joint Work on Agriculture (KJWA) and other global networks (GSP, ITPS) on Pacific issues and solutions. ▪ Coordinate the appropriate monitoring and reporting against the intended outcomes of the consolidated PSP workplan where necessary include reporting requirements to the PHOAFS and development partners. 	<ul style="list-style-type: none"> • PSP workplans developed, resourced, and implemented. • Soil training guidelines developed and implemented in countries. • PSP linkages established and maintained.
<p>KRA#3 (20%): Policy and Resource Mobilisation</p> <ul style="list-style-type: none"> ▪ Advises PSP governance and the members on strategies for advocacy and influence. ▪ Through strategic dialogue processes assess and establish recommendations on soil priorities for research and policy strengthening. ▪ Coordinate the development of advocacy materials and coordinate its dissemination through appropriate platforms and opportunities. ▪ Supports the Programme Leader and the Soil Scientist to coordinate resource mobilization activities in accordance with the PSP and national soil priorities. ▪ In collaboration with the Soil Scientist ensure high visibility of the network activities including 	<ul style="list-style-type: none"> • Importance of soil recognised at nation and regional policy levels. • New partnerships identified and mobilised. • Policy briefs and advocacy messages developed and promoted to countries and partners. • Visibility materials developed and disseminated through social media and other media outlets

publication of relevant literature for the wider audience.	
<p>KRA#4 (20%): Strategic communication and information dissemination</p> <ul style="list-style-type: none"> ▪ Ensure high quality and regular communication flows with the PSP Country focal points and partners through the most appropriate communication tools and channels. ▪ Coordinates the development and dissemination of technical reports, technical manuals, data repositories, and other soil data and information products. ▪ Coordinates with project teams to ensure that data and information are collected and managed in a manner that is consistent with international standards and guidelines. ▪ Develops communication products and services to support regional resource mobilization and partnership strategies. ▪ Responds to queries on soil publications and related information products. ▪ Develops relevant meeting papers for the Pacific heads and Ministers of Agriculture and Forestry Services meetings. 	<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. ▪ Timely response to members requests.

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):

- Coordination and implementation of assigned activities with various stakeholders with varying interests
- Working effectively and efficiently with many diverse stakeholders across multiple sectors, internally and externally to SPC.
- The ability to apply the needed skills to manage the interactions between partners and stakeholders

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"> • SPC member countries and territories • National, regional and global researchers • Environment agencies • 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
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • LRD Directorate and across programmes • PHD directorate • GEM directorate • SPL directorate 	<ul style="list-style-type: none"> • Coordination, planning, implementation, and reporting • Integrated approach to implementation of cross cutting programmes

<ul style="list-style-type: none"> • SDD directorate • CCES 	
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Level of Delegation:

Routine Expenditure Budget: *nil*

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

Personal Specification:

Qualifications

Essential:	Desirable:
Post graduate degree public administration, agriculture science, soil Science, environmental science or related field	Experience in managing networks

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years' experience in programme and policy development support related to networks. • Familiarity with agricultural sector in the Pacific • Knowledge of soil sustainability research, management and/or monitoring and evaluation • Proven experience in negotiating, building, and maintaining professional, client-focused relationship and mutually beneficial partnerships. • Experience in coordination of multiple and diverse stakeholders • 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 one health development in the Pacific. • Experience working with national and/or international organizations supporting One Health interventions such as WHO, FAO, OIE or World Bank.

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"> • Demonstrate high level of initiatives and be innovative
Advanced level	<ul style="list-style-type: none"> • Understand the purpose of the partnership, needs of partners and stakeholders. • Relevant technical skills
Working knowledge	<ul style="list-style-type: none"> • Excellent budget management skills and ability to coordinate efficiently with multi partners and staff, in a diverse and multi-cultural environment. • SPC Divisional operations familiarity
Awareness	<ul style="list-style-type: none"> • Pacific Island Countries Government systems

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.