



JOB DESCRIPTION

Job Title:	Programme Manager – Pacific Humanitarian Warehousing Programme
Division/Programme and Section/Project:	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
Location:	Suva, Fiji
Reporting to:	Deputy Director – Disaster and Community Resilience Programme
Number of Direct Reports:	Up to 6 direct reports.
Purpose of Role:	<p><i>Reporting to the Deputy Director – Disaster & Community Resilience Programme (DCRP), the PM is responsible for: -</i></p> <p><i>The day-to-day strategic and operational leadership of the Pacific Humanitarian Warehousing Programme within a cross-functional team environment involving:</i></p> <ul style="list-style-type: none"><i>The establishment of the Programme Management Office and design of the various approaches informing the Programme Delivery Plan across an eight-year program divided into two, four-year tranches of delivery.</i><i>The efficient and effective oversight of all elements of the Programme ensuring a coherent and inclusive approach toward the achievement of results (End of Program Outcomes) across 15 countries.</i><i>Planning and monitoring all resources in the Programme ensure that financial analysis is risk-informed and the delivery plan is resourced appropriately, including scheduling and recruiting a senior cohort of advisors to support program implementation.</i> <p><i>This role acts as a critical liaison between SPC and the Australian Department of Foreign Affairs and Trade (DFAT), in addition to key stakeholders from participating and partner governments, civil society and international and CROP agencies within the Pacific and Timor-Leste.</i></p>
Date:	January 2024

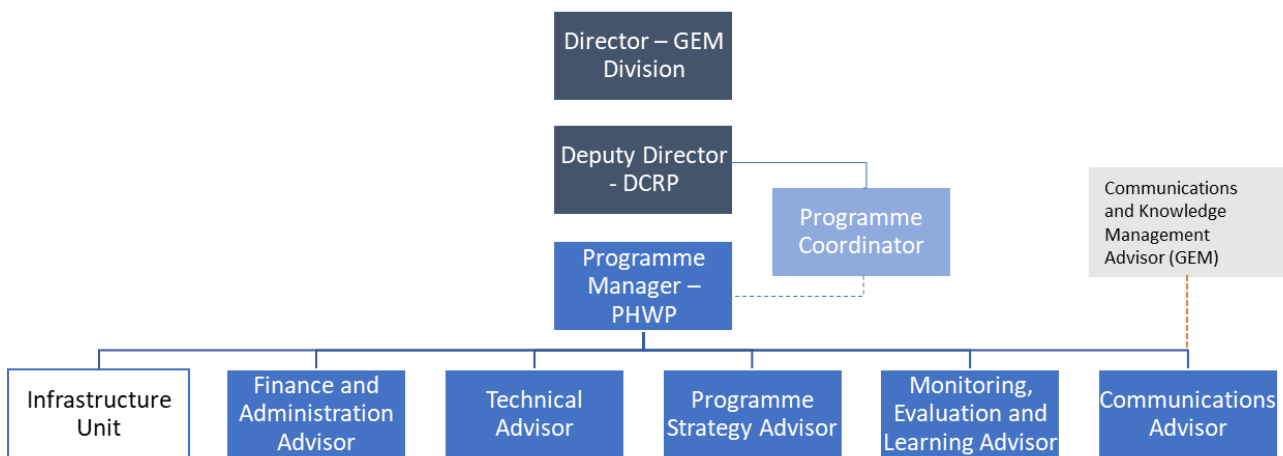
Organisational Context and Organisation Chart

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit the Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The SPC GEM Division is one of SPC's largest scientific and technical divisions, with a large staff complement. GEM is dispersed across two SPC campuses in Suva, Fiji. SPC GEM's strength lies in more than 50 years of expertise in the provision of critical data, applied science and technical expertise in seven core thematic areas of focus: disaster and climate risk management; earth and ocean observation; maritime transport services; ocean services and management; sustainable energy security; sustainable geo resources and geo surveys; and water security. The SPC GEM division implements several significant projects and programmes across four main programme areas: the Disaster and Community Resilience Programme (DCRP), Oceans and Maritime Programme (OMP), Georesources and Energy Programme (GEP), and Earth and Ocean Observation Services (EOO).

This position falls under the DCRP, the largest technical pillar of the SPC GEM Division. DCRP focuses on innovative applied science and technical action that helps Pacific Island Countries and territories (PICTs) respond to current and emerging priorities in disaster and climate risk management and water security. The Programme leads SPC's work in operationalizing the Framework for Resilient Development in the Pacific (FRDP) by providing coordinated technical support to SPC's members based on national and regional priorities.

The Pacific Humanitarian Warehousing Programme (PHWP) is a multi-donor, multi-country investment valued at up to AUD 120m. Over eight years, Pacific and Timor-Leste governments and humanitarian partners will be supported by Australia and other development partners to provide disaster relief supplies to affected populations. This will be done by establishing or enhancing warehouses that are stocked with appropriate, approved supplies, are located for optimal accessibility and distribution, and have functional management agreements in place that can promote rapid turn-around in a humanitarian emergency.



Key Result Areas (KRAs):

The Programme Manager has to successfully manage the PHWP Programme Management Office including a leadership team comprised of six technical experts across the following areas: Infrastructure (dotted reporting line to an external managing contractor), finance, humanitarian warehousing, strategy, monitoring, evaluation and learning, and communications and stakeholder engagement. Furthermore, the Programme Manager will be required to manage a complex array of stakeholders at a regional and national level and support the Deputy Director of the Disaster and Community Resilience Program in undertaking high-level stakeholder engagement and resource mobilization activities.

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

The job holder is accountable for	<i>Jobholder is successful when</i>
KRA#1 Programme planning and implementation and strategy – 30%	<ul style="list-style-type: none"> The day-to-day management of the programme results in a defined and integrated whole-of-programme delivery plan.

	<ul style="list-style-type: none"> • Programme performance is effectively monitored in line with the MEL plan, and areas for improvement are identified and addressed expeditiously. • Risks and safeguarding strategies are implemented in line with the Risk Management and Social and Environmental Safeguards Plan/s that mitigate potential issues that could adversely impact programme success or the reputation of SPC. • The programme is evidenced to demonstrate good practice when contextualizing and mainstreaming GEDSI, localisation and climate and disaster resilience approaches across all components of humanitarian warehousing – construction, supplies and management.
KRA#2 Stakeholder engagement and communication – 15%	<ul style="list-style-type: none"> • Programme Stakeholders (Programme Governance Committee, development partners, NDMOs, etc) are identified and engaged in line with the Stakeholder Engagement and Communications Plan, including participating countries, development partners and CROP agencies; stakeholders are regularly informed about programme progress, risks, and changes. • Successful communication and endorsement of a shared vision of what programme success looks like; Stakeholder concerns are addressed quickly, ensuring their needs are appropriately considered in programme decision-making. • Stakeholders are engaged in the programme implementation process and provided meaningful opportunities to contribute to developing National Implementation Plans. • In systematic stakeholder surveys, Stakeholders report feeling positively engaged.
KRA#3 Resource management – 15%	<ul style="list-style-type: none"> • Programme resources, including budgets, human resources, and supplies, are managed and allocated efficiently and in line with SPC policies and donor funding agreements. • Programme expenditures and the overall financial performance against the budget is systematically monitored and forecasted, with early indications of significant deviations and mitigation strategies put in place. • Donor funding pledges are realised and the donor base is diversified to include at least five donor governments.
KRA#4 Quality assurance – 20%	<ul style="list-style-type: none"> • Quality assurance processes are implemented to ensure that programme deliverables, including warehouse construction, supplies and management arrangements meet established standards and requirements. • Monitoring, evaluation and learning activities are executed per the MEL Plan to monitor and assess the impact and effectiveness of the programme; There is a clear attribution between outputs and end-of-program outcomes. • Data is systematically collected and analyzed at a whole-of-program and country-level to measure program outcomes and make data-driven decisions for ongoing improvement.
KRA#5 Management and Leadership – 20%	<ul style="list-style-type: none"> • The programme team comprises a skilled and competent workforce, meeting key project milestones and exceeding performance targets. • A respectful and productive working relationship exists between the programme management office and the infrastructure unit.

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):

The PHWP is a new program with a complex, diverse, and large stakeholder group. To this end, the key challenges include:

- Establishing the Programme Office, recruiting staff to support programme implementation.
- Establishing relationships and rapport with senior programme participants from 15 countries and senior leaders across civil society, government, and CROP agencies.
- Ensuring strategic, operational, and programmatic coherence and coordination across these diverse voices and interests during the design and implementation phases and managing the change process after each tranche of delivery.
- Providing whole-of-programme management over a programme where SPC only directly manages one component, ensuring the seamless integration of third-party managing contractors into the Programme Office, and integrating core strategies, policies, and action plans across all work areas.
- This is a multi-donor program; a core challenge will be working with diverse investors to ensure the appropriate mobilization of funds and other resources at stages aligned with the program delivery schedule and harmonizing accountability and assurance requirements to mitigate the need for bespoke reporting.

Functional Relationships & Relationship Skills:

Key internal and external contacts	Nature of the contact most typical
<p>External Key external contacts are:</p> <ul style="list-style-type: none"> • DFAT • Other contributing donor governments (i.e., New Zealand, United States). • National NDMO Directors • DRM Regional Partners • Regional multilateral organisations (UN, PIFs, CROP agencies, Red Cross Movement) • National civil society groups, including Disabled Persons Organizations. 	<ul style="list-style-type: none"> • Consultation, reporting and negotiation. • Direct national liaison • Service provision and support • Stakeholder engagement • Strategic partnerships • Reporting, liaising, facilitating, and coordination of project support and activities.
<p>Internal Key internal contacts are:</p> <ul style="list-style-type: none"> • Director – GEM Division • Deputy Director – Disaster and Community Resilience Programme • Project Manager – PIEMA • Project Manager – BSRP • Other divisional leads in HSRD, CCES, Corporate Communications, Finance, Human Resources, Information Services, and Strategy, and Performance and Learning. 	<p>Regular consultation, meetings, oversight and liaison.</p>

Level of Delegation:

Routine Expenditure Budget: Circa €90m over 8 years.

Budget Sign-off Authority without requiring approval from direct supervisor: 2,000 Euro.

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:
Advanced university degree (master's degree or equivalent) in a relevant area, including law, international development, international relations, political science, disaster management, humanitarian action, logistics/supply chain, or other relevant area.	Certification in project or program management such as Prince2, PMP, PgMP, MSP, etc.

Knowledge/Experience

Essential:	Desirable:
<p>At least 15 years of relevant experience at the regional or international level in delivering donor-funded projects/programme in humanitarian affairs, disaster risk reduction, community resilience, humanitarian logistics or related fields.</p> <p>At least 5 years of experience in a Team Leader / Programme Director / Deputy Director / Manager role.</p> <p>Broad understanding of the development context and the challenges and opportunities that frame programme implementation within the Pacific.</p> <p>Thorough understanding of adaptive and results-orientated project management, including project cycles, MEL frameworks, financial forecasting and reporting, procurement and contract management, MEL, and risk management.</p> <p>Practical experience in programming across one or more of the following areas: disability inclusion, gender equality, social inclusion, localization, and green humanitarian action.</p> <p>A collaborative and open communication style with strong interpersonal and influencing capabilities to build relationships across different stakeholder groups. Excellent written and verbal communication skills, including effectively communicating complex information to technical and non-technical audiences.</p>	<p>Understanding and familiarity with disaster preparedness and response frameworks within the Pacific.</p> <p>Awareness of the environmental and climate challenges facing Pacific Island countries.</p>

<p>Demonstrated ability to work effectively in a team-based environment and supervise junior staff.</p> <p>Experience in successfully working within a deadline-driven environment.</p> <p>High level of competency across various Microsoft applications, including Excel, Word, Outlook and PowerPoint.</p>	
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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"> • Skills in complex results-orientated and adaptive project design, management, and implementation. • Ability to navigate politically sensitive or ambiguous spaces with tact and diplomacy. • Analytical, technical, and project management skills • Interpersonal, liaison, networking, and relationship-building skills in a multicultural environment, especially with Pacific Islanders • Written and oral communication skills, including excellent written English and the ability to write for and report to various stakeholders to a high standard.
Advanced level	<ul style="list-style-type: none"> • Able to lead, mentor, and motivate a team comprising professionals and administrative staff. • Planning, facilitation, negotiation, and capacity-building skills • Able to establish and streamline robust project management systems and processes.
Working knowledge	<ul style="list-style-type: none"> • Computer skills, including with the Microsoft Office Suite and with project management. • MEL within environments that have technology and capacity limitations
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies • Broad components of donor funding agreements.

Key Behaviors

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

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.