



Pacific
Community

Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Programme Manager – Public Health Division
Division:	Public Health Division (PHD)
Location:	Suva, Fiji
Reporting to:	Director PHD
Number of Direct Reports:	3
Purpose of Role:	The position will oversee planning, resource mobilisation, communications, monitoring, and evaluation activities of the Public Health Division. This involves providing high level leadership and management oversight, supporting planning, monitoring and evaluation ensuring effective delivery of programme enabling services. This role will report to the Director PHD and work closely with the PHD Team Leaders to achieve the intentions and aspirations as per the SPC Strategic Plan 2022 – 2031, the PHD Business Plan and member country and regional priorities articulated through various strategies, frameworks, and plans.
Date:	January 2024

Organisational Context and Organisation Chart

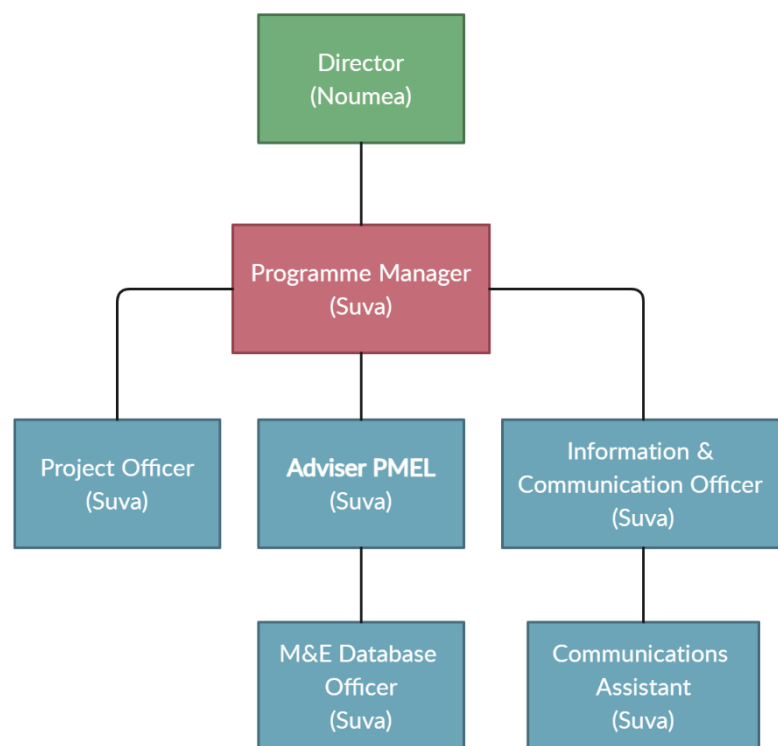
SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

The SPC Public Health Division (PHD) is dedicated to improving the health, and therefore the future, of all Pacific Islanders. PHD strives to promote and protect the health of Pacific Island peoples. It advocates a holistic approach to health, supports sustainable capacity development, and facilitates and promotes collaboration with partners.

PHD has expertise in Non-Communicable Diseases, Communicable Disease Surveillance including One Health, Medical Laboratory, Clinical Services including Nursing, Infection Prevention and Control and Biomedical Engineering and Health Information Systems. PHD collaborates with governments, regional organisations, civil societies and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them.

PHD’s integrated programming connects with other SPC divisions, delivering a holistic programme of work for Pacific lands that meets the SPC vision of a region of peace, harmony, security, social inclusion and prosperity so that all people can lead healthy and productive lives.

The Programme Manager – PHD will provide support to the Director and the PHD team in achieving the strategic objectives of the division within the wider organizational context including coordination and communication with staff of other divisions in SPC.



Key Result Areas (KRAs):

The position of **Programme Manager – Public Health Division** will encompass the following Key Result Areas:

- KRA 1: Leadership and Management (20%)**
- KRA 2: Planning and Integration (20%)**
- KRA 3: Programme Management (30%)**
- KRA 4: Resource Mobilisation (30%)**

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

Jobholder is accountable for	<i>Jobholder is successful when</i>
<p>KRA 1: Leadership and Management</p> <ul style="list-style-type: none"> • Lead the Programme Management Team which includes Monitoring, Evaluation, Communications and Project Management. • Collaborate with the PHD Director and Team Leaders to provide leadership for the effective delivery of PHD programs and projects. • Design, implement and effectively deliver annual work plans and work plan reports for the Programme Management team. • Support the PHD Director in supervising program/project level reporting and reviews in accordance with contractual requirements. • Represent PHD at relevant meetings and events. 	<ul style="list-style-type: none"> • The Team works as a coordinated and motivated team to provide program/projects guidance to SPC and PHD. • Sound management and coordination including monitoring and evaluation, communications of programs/projects for PHD. • Efficient program and project reporting processes including timely preparation, monitoring, and reporting. • PHD is well represented at nominated events.
<p>KRA 2: Planning and Integration</p> <ul style="list-style-type: none"> • Collaborate with the Director and Team leaders to prepare the PHD annual and multi-year plans. • Lead in monitoring and evaluating division reviews, business plans, programmes, and projects in collaboration with the PHD Director and Team Leaders • Collaborate with the Director and Team Leaders to create and facilitate integrated programming. • Provide effective support to the planning and convening of the Pacific Regional Heads of Health and Ministers meetings. • Collaborate with the Director and Team Leaders to facilitate PHD's contribution to the SPC Flagship programs. • Collaborate with Director and Team Leaders on designing and implementing cross cutting health issues e.g. GEDSI 	<ul style="list-style-type: none"> • Annual workplans are developed, consulted, and implemented and monitored in a timely manner. • Integrated programming process is well supported within the division and across other SPC units where required. • Key contractual and reporting objectives are met in a timely manner. • Alignment of all corporate and MEL reporting with the support of useful tools and systems. • Effective relations, partnerships and networks built and/or maintained. • PHD effectively contributes to the SPC Flagship programs • PHD contributes to GEDSI advocacy and awareness internally and with other SPC divisions
<p>KRA 3: Programme Management</p> <ul style="list-style-type: none"> • Supervise the Programme Management Team of the PHD • Ensure that the Division's monitoring, evaluation, communications, and financial data 	<ul style="list-style-type: none"> • The division is well informed and compliant with overall SPC processes and policies.

<p>are aligned for regular reporting to SPC and donors.</p> <ul style="list-style-type: none"> • Work closely with Team Leaders to ensure all program/project requirements within the division are completed in accordance with contractual agreements. • Regularly review the Division’s business and strategic plans. • Lead the facilitation and organization of the PHD reflection meetings. • Collaborate with Directors and Team leaders to prepare, review and update the PHD risk management plan. 	<ul style="list-style-type: none"> • Effective program management support is provided in a continuous manner. • Program/Project reporting requirements are delivered. • Review and update of PHD Business, Annual and Strategic Plans completed.
<p>KRA 4: Resource Mobilisation</p>	
<ul style="list-style-type: none"> • Collaborate with Director and Team Leaders to consolidate a PHD strategy for resource mobilization including monitoring, analyzing, and documenting progress toward targets. • Monitor international, regional, and country level development partner policies, trends, and resource opportunities for health. • Identify new funding opportunities, while maintaining relations with current development partners. • Collaborate with SPC colleagues and other stakeholders to assist with a coordinated, consistent approach to development partner interactions in the health sector. • Ensure efficient development partner reporting and develop resource mobilization presentations, proposals, briefing notes; prepare donor meetings and assist in the finalization of donor agreements. 	<ul style="list-style-type: none"> • PHD has a resource mobilization plan • PHD has an updated brief on development partner policies, trends and opportunities. • New Development Partners identified for Resource Mobilization whilst maintaining strong relations with current partners. • PHD has a coordinated collaborative strategy to engage with Development Partners • PHD has an efficient development partner reporting and resource mobilization proposal development system.

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):

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • This has a role a wide remit of programme/project management responsibilities along with high-level policy/strategic advice and planning work. • The position holder must be versatile and flexible in addition to having experience in motivating staff to operate with and support an integrated programming approach.

- Managing competing demands and team workloads against timelines, all of which may be at odds with one another.
- Negotiating the political, social, and cultural sensitivities of the various stakeholder groups in provision of services to member countries from a regional perspective.
- Advising on resource mobilization that have long-term implications for the division and the technical programme.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External:</p> <ul style="list-style-type: none"> • SPC Member Countries • PICT Governments and other national stakeholders • CROP Agencies • Regional and International Partners • Consultants • Development Partners • Academic Institutions 	<ul style="list-style-type: none"> • Developing strong and supportive networks • Maintaining good working relationships • Responsive to the priorities of the PICT's
<p>Internal:</p> <ul style="list-style-type: none"> • Divisional Director – PHD • PHD Program Team Leaders • Technical, Corporate colleagues within SPC 	<ul style="list-style-type: none"> • Providing Strategic and Technical advice as pertains to the functional area of programmes and project management. • Consulting and supporting integrated programming across PHD and SPC where appropriate.

Level of Delegation:

The position holder:

Routine Expenditure Budget: Not directly manage, but oversight of all PHD programmes and projects at approximately **EUR 7.3m per annum.**

Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A master's degree from a recognised institution in health or related discipline. 	<ul style="list-style-type: none"> • Experience in health program or projects management in PICT's.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years of demonstrated management of health programmes and projects in PICT's. • Demonstrated experience in relationship building and working with a wide variety of development partners. • Proven ability to lead multi-disciplinary teams, including people of different national and cultural backgrounds. • Demonstrated ability to manage professional, technical, and program support staff in a team environment. • Proven ability to work collegially with stakeholders and internal partners towards an agreed outcome. • High-level verbal and written communication skills and the capacity to represent SPC at regional and international forums. 	<ul style="list-style-type: none"> • Practical work experience in a developing country environment preferably in the Pacific Island Region. • Strong knowledge and understanding of technical and development partners operating in the Pacific within the health sector. • For English speakers, a good working knowledge of French, or for French speakers, a good working knowledge of English.

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"> • Program and Projects Management • Good Management Disciplines • Stakeholder engagement and communication • Sound technical advice • Able to think strategically and apply operationally
Advanced level	<ul style="list-style-type: none"> • Integrated program and Projects management • Risk management • Prioritising and task coordination • Efficient utilisation of project resources • Adaptable to change
Working Knowledge	<ul style="list-style-type: none"> • Sound analytical and organisational skills • Monitoring and evaluation of project activities • Knowledge of corporate affairs • Good leadership, interpersonal and communication skills • A high level of computer literacy
Awareness	<ul style="list-style-type: none"> • SPC Policies and procedures • Effective in multidisciplinary, cross-cultural environment

	<ul style="list-style-type: none">• Stakeholder awareness• Confidentiality of information
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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

- Ability to think strategically and translate this into operational practices
- Strong People Leadership Capability with an ability to handle conflict situations between staff
- Ability to work collaboratively and innovatively towards achieving common goals
- Excellent motivation skills
- Adaptable to change
- Respect for SPC corporate values
- Resilience

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.