



JOB DESCRIPTION

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| Job Title: | Project Manager - Climate and Oceans Support Program in the Pacific (COSPPac) |
| Division/Programme and Section/Project: | Geoscience Energy and Maritime Division/Ocean and Maritime Programme |
| Location: | Suva, Fiji |
| Reporting to: | Team Leader- Ocean Prediction and Monitoring |
| Number of Direct Reports: | 6 |
| Purpose of Role: | Effectively manage and coordinate the Climate and Oceans Support Programme in the Pacific (COSPPac) components that SPC has responsibility for. This involves providing strategic and technical advice on the Project; day-to-day management, coordination, and oversight of operations and finances; procurement, performance and quality control; supporting monitoring, evaluation, research, and learning. Components which SPC are responsible for include (i) Supporting Pacific sea level and geodetic monitoring (ii) Supporting communications, gender equality, disability and social inclusion (GEDSI), and monitoring, evaluation, and learning (MEL) (iii) capacity development of meteorological services, and lands and survey departments, (iv) training in ocean and tides data application including stakeholder engagement; (v) the ocean portal web application and development of tailored and sectorial products, and (vi) the tide prediction calendars. Stakeholder engagement, relationship management and staff management are critical to success in the role. |
| Date: | February 2024 |

Organizational Context and Organization Chart

The SPC GEM Division undertakes a wide range of projects and initiatives across four principal programme areas:

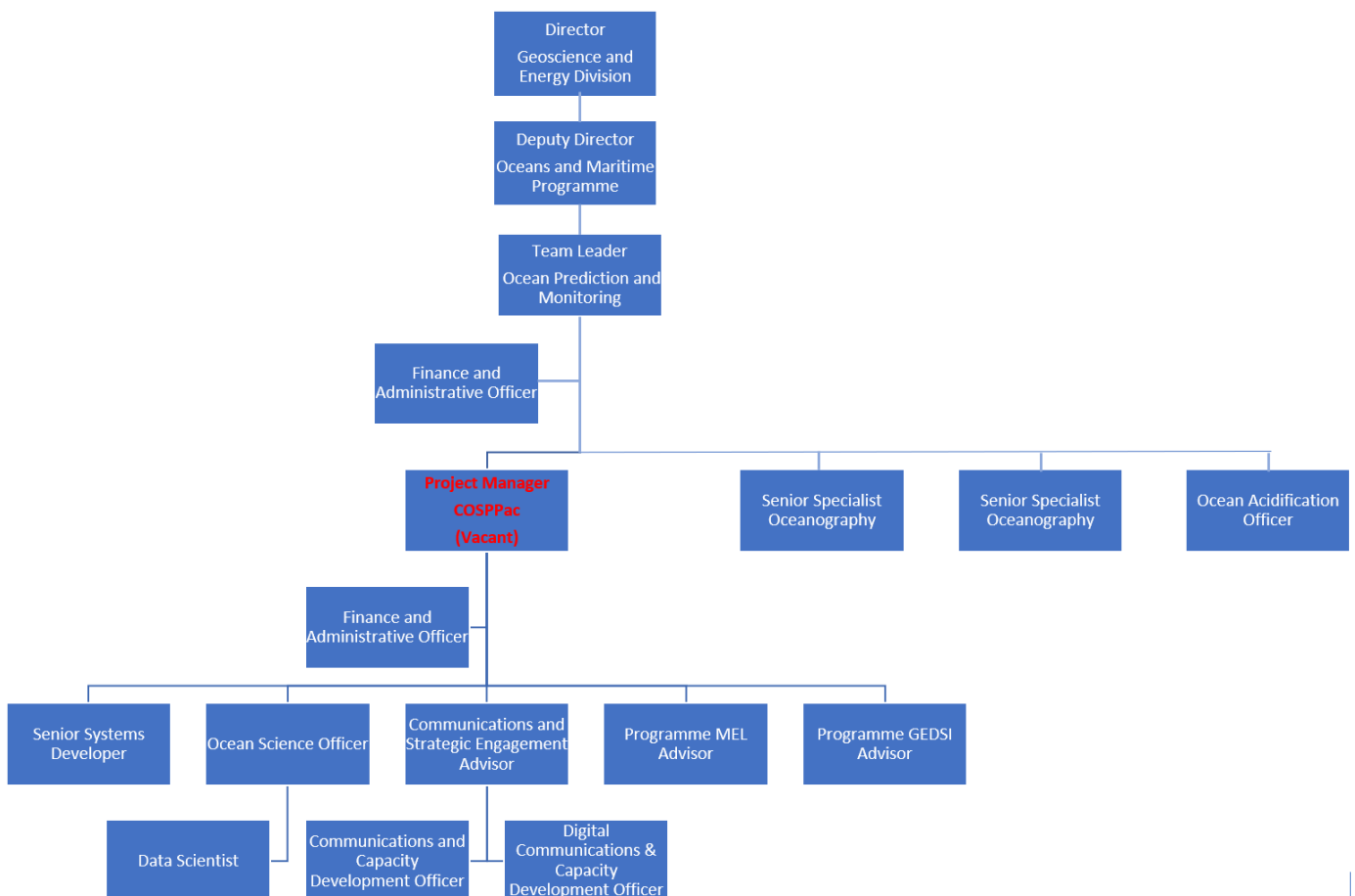
- **Disaster and Community Resilience Programme (DCRP):** As the largest technical component of the SPC GEM Division, the DCRP engages in advanced applied science and technical activities. It supports Pacific Island countries and territories (PICTs) in addressing current and future challenges in disaster and climate risk management, as well as water security. The DCRP leads in the operationalisation of the Framework for Resilient Development in the Pacific (FRDP), providing coordinated technical support according to the specific needs and priorities of SPC members.
- **Oceans and Maritime Programme (OMP):** Dedicated to enhancing a resilient Blue Pacific economy, OMP focuses on integrated ocean management, improved ocean services, early warning capacities, and the development of a sustainable maritime transport sector. It assists Pacific Island governments in making informed decisions based on sound scientific knowledge for a clean, safe, and efficient

maritime realm. The programme's efforts are grounded in innovation, capacity building, marine technology transfer, and ocean literacy.

- **Georesources and Energy Programme (GEP):** Committed to aiding the energy transformation in PICTs, GEP provides substantial technical support and guidance, particularly concerning geological resources essential for resilient infrastructure development. It leads SPC's initiatives in driving and coordinating the Framework for Energy Security and Resilience in the Pacific (FESRIP), advocating for a greener and more sustainable economy.
- **Earth and Ocean Observation Services (EOO):** Utilizing advanced global satellite and positioning systems, EOO supports the technical aspects of the SPC GEM Division. This programme is vital for understanding biophysical changes in the Pacific, including coastline evolution and maritime zone delineation. EOO is key in developing precise early warning systems for disasters, thereby protecting the lives and livelihoods of Pacific communities.

The Climate and Oceans Support Programme in the Pacific Phase 3 (COSPPac3) is supported by the Government of Australia and New Zealand. COSPPac has entered a third phase of four years (2023-2027) and builds on Australia's long-term support for core climate information services across the Pacific, ensuring the continued development of valued products and services for optimum impact for Pacific Island governments and communities. COSPPac3 is implemented by the Australian Bureau of Meteorology (the Bureau), in partnership with Geoscience Australia (GA), the New Zealand National Institute of Water and Atmospheric Research Limited (NIWA), the Pacific Community (SPC), and the Secretariat of the Pacific Regional Environment Programme (SPREP).

The Programme management is based at the Bureau of Meteorology in Australia and this role will work closely with the management unit to effectively implement COSPPac3.



Key Result Areas (KRAs):

The position of the job encompasses the following major functions or Key Result Areas:

1. Overall Project Management and delivery
2. Coordination and Stakeholder Management
3. Effective Information Management, Capacity Development and Knowledge Sharing
4. Technical expert advice and member country support
5. People Management

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

| Jobholder is accountable for | Jobholder is successful when |
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| <p>KRA 1. Overall Project Management and delivery (30%)</p> <ul style="list-style-type: none"> • Provide project management. • Lead the scheduling of SPC-led activities under COSPPac, including overseeing preparation of multi-year and annual costed project plans, procurement plans, contract listings, asset registers, risk registers, exit/transition, and closure plans. • Provide day-to-day, results-orientated, and agile management, implementation, and coordination of all SPC-led project activities. • Develop close, strong working relationships with key stakeholders within SPC, across the COSPPac targeted countries, project partners and donors, as well as regional and international agencies; collaborating where relevant to increase impact. • Ensure project objectives are effectively realised, and activities are implemented within the scope/quality, cost/resources, and time/schedule constraints • Ensure COSPPac transition plan meets regional needs and is implemented. • Ensure robust project management, administration, knowledge/records management systems. • Prepare high-quality and timely progress and completion reports, and costed workplans. • Ensure project financial management is sound and in accordance with SPC, donor and audit requirements. • Lead (or oversee) all SPC related COSPPac 3 procurement for funded services, supplies, equipment, and infrastructure. • Oversee monitoring, evaluation, research, and learning (MERL) and Gender Equality, Disability and Social Inclusion (GEDSI) across the COSPPac Programme | <ul style="list-style-type: none"> • The project delivery clearly contributes to strengthening ocean services in the targeted countries. • The project activities are implemented effectively and successfully meet stakeholders' needs. • The costed work plan is completed within budget and on schedule. • The project meets beneficiary priorities, formal agreements; and the operational policies and procedures of SPC • Project reporting requirements are met, including regularly updating budget forecasts, and validating, tracking, reconciling, and cost analysis • Programme MEL and GEDSI results are reported to stakeholders and development partners and are used to adjust project activities and delivery. • 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 activities are undertaken within SPC rules and regulation. • Lessons learnt are collated, accessible and capitalised on. • Tangible regional transition of activities and responsibility is secured under COSPPac-3 and promoted through the project implementation. |

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| <p>KRA 2 Coordination and Stakeholder Management (20%)</p> <ul style="list-style-type: none"> • Lead coordination of the ocean component across COSPPac. • Maintain continuous communication and linkages with donor representatives. • Responsible for effective collaboration and coordination with COSPPac partners and stakeholders. • Responsible for initiating and facilitating regular meetings with relevant team leaders, project staff and the COSPPac Steering Committee, IPMG and task groups. • Ensure responsive services to member requests in the areas of ocean and sea level data, etc. • Initiate, develop and maintain working collaborations with regional and international partners on topics and issues related to ocean services. • Represent SPC on panels and forums relevant to ocean science and observations including Pacific Islands Climate Services Panel (PICS), 'Pacific Islands Marine and Ocean Services (PIMOS) Panel', Pacific Geospatial and Surveying Council' (PGSC) etc. • Support NMHS and LSD with stakeholder engagement strategies and workshops. • Keep up to date with the needs and capacity of NMHS and LSD regarding ocean services. • Foster cross-divisional and cross-sectoral engagement towards improved and tailored oceans and climate services. | <ul style="list-style-type: none"> • Project team and activities are well coordinated, and the COSPPac Steering Committee is well informed. • Good working relationships with Pacific Regional Organisations, partners and stakeholders are established and maintained. • Synergies with other projects are identified and meaningful collaboration established. • Project outputs and activities are integrated into regional partner activities and meet current and anticipated demand. • PGSC, PIMOS Panel and PICS Panel continue to be active and are well supported by SPC. • The needs of the Maritime Stakeholders related to ocean services is well understood by NMHS and LSD . • Partnership between NMHS and LSD and their maritime stakeholders is strengthened and support NMHS and LSD improved ocean service delivery. • Ocean services needs of NMHS and LSD are routinely captured and updated. |
| <p>KRA 3. Effective Information Management, Capacity Development and Knowledge Sharing (20%)</p> <ul style="list-style-type: none"> • Supervise the maintenance and continuous development of COSPPac related knowledge products, tools and services including maintenance and development of the Ocean Portal, the Pacific Tides App. • Oversee and contribute to the development of COSPPac related training materials. • Oversee COSPPac professional attachments and internship programme including secondment opportunities. • Supervise the design and development of regional and national level trainings. • Liaise with relevant in-country stakeholders on content and delivery of trainings. • Integrate identified knowledge gaps and user requirements into training materials. • Responsible for workshop management and planning. | <ul style="list-style-type: none"> • The Ocean Portal is operational and continues to be developed to meet regional and national needs and leverage data sharing. • Technical training material is developed and accessible, e.g. via online courses, portals, and printed materials. • At least 2 countries and/or sub-regional training workshops are conducted annually, funds permitting. • Capacity mapping exercises and stakeholder surveys are undertaken, and feedback is incorporated into future training events and materials. • Capacity building data and evaluations are captured, including 6-month post-workshop follow-up survey. • Training and knowledge products leverage strong cross-sectoral linkages. • Knowledge delivery tools are developed and implemented, e.g., e-learning, social media, apps, tailored tools. |

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| <ul style="list-style-type: none"> • Ensure agreed upon training-related MEL practices are implemented. • Ensure GEDSI is integrated across the program including capacity building activities. • Monitor and support NMHS progress towards full compliance under the SOLAS convention. | <ul style="list-style-type: none"> • Training and knowledge products support NMHS compliance under the SOLAS convention. |
| <p>KRA 4. Technical expert advice and member country support (10%)</p> <ul style="list-style-type: none"> • Undertaking analyses of existing and proposed initiatives that aligns to COSPPac and advise internal management and stakeholders accordingly. • Provide advice towards strengthening SPC's ocean and early warning services. • Provide advice on the development and implementation of COSPPac activities. • Advise on regional and national ocean, coastal issues as well as knowledge gaps to inform ocean and coastal development, and to address climate change issues, and disaster risk reduction. • Contribute to the production of climate/ocean bulletins at a regional scale and support / provide guidance to countries developing national ocean products such as bulletins. • Keep up to date with relevant technologies and advancement related to ocean prediction and observation, coastal risk monitoring to support SPC's improved service delivery. • Oversee and support the continuous improvement and tailoring of the Ocean Portal and when appropriate the ingestion of project outputs. • 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"> • Knowledge gaps are identified and tools, specifically the ocean portal, are developed and/or modified in response • The Ocean Portal remains relevant and the actionability of its products is improved and tailored to the emerging stakeholders' needs. • Priorities of the Pacific Geospatial and Surveying Council (PGSC) Strategy and the priorities of the Pacific Islands Marine and Ocean Services (PIMOS) as well as the Pacific Islands Climate Services Panel (PICS), panel receive specialist assistance and technical backstopping. • National Ocean products are supported, and regional climate bulletins are produced and improved as required. • Programmes, projects, and activities under the UN Decade of Ocean Science are supported and actioned. |
| <p>KRA 5. 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 ocean services and training in the Ocean and Maritime Programme • Manage and supervise MEL and GEDSI advisors, ensuring these are integrated across the COSPPac program. • 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 development 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):

- Initiating and maintaining areas of work, e.g. training tools and data portals, without much precedence
- Resolving issues whilst leading a team or workshop in a remote location with limited support from the office
- Adhoc requests that are made outside of the agreed workplan, e.g. following a natural disaster or during severe climate events
- Managing a team across several GEM programmes.
- Coordinating with multiple parties, including consultants, to produce outputs within the specified timeframe and budget.
- Communications with project counterparts and stakeholders due to distance, isolation and technical challenges
- Making in-country decisions on project activities and dispersal of funds without direct supervision
- Extensive travel within the region that has many health hazards such as malaria, dengue fever, non-potable water supplies and poor sanitary facilities.

Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
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| EXTERNAL | |
| Technical partners within international and regional organisations such as IOC, WMO, NIWA, NOAA, BoM, GA, PacIOOS, LINZ, UNDP, IRD, SPREP, DFAT, MFAT, etc | 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 |
| National entities in member countries such as Meteorological departments, Lands and Survey Departments, and maritime sectors, etc. Member country counterparts, Technical, Director level. National NGO's, civil society and women's groups, Media – national and regional, Consultants and firms | Technical exchange, seeking advice and support, project proposal writing, training workshops, etc. |
| Consultants, companies and service providers, e.g. publications editors, printers, training consultants, specialists, etc. | Contracting, monitoring of agreements, delivery of outputs, procurement of services |
| INTERNAL | |
| Deputy Director and GEM Director | Obtaining advice on OMP policies and procedures; providing feedback on OMP reporting. Liasing on GEM strategic directions and supporting higher-level interactions |
| Head of PCCOS Head of PDH SPL HRSD | Collaborate on the development of ocean knowledge hub, seek and provide guidance |

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| Team Leader, Ocean Prediction and Monitoring and Team Leader Ocean Management and Literacy | To seek approval and/or guidance Advise on ocean stakeholder needs, emerging technologies, etc.. Resource mobilisation Budgeting and reporting |
| Colleagues and peers Administrative and support personnel Technical leads within other SPC programmes, e.g. transport and fisheries | 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: AUD 10-15 Million over 4 years.

Budget Sign off Authority without requiring approval from direct supervisor: 2000 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: |
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| <ul style="list-style-type: none"> Master's 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: |
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| <ul style="list-style-type: none"> At least 10 years or more of progressive experience in climate change, environment, natural resource management, development etc. 3 to 5 years regional development experience. Capacity to design, manage and implement complex programmes of development assistance at regional, sub-regional and local levels, including in remote island locations. Proven experience in project management (financial, project administration). Comprehensive understanding of climate change and large-scale ocean and atmospheric processes. | <ul style="list-style-type: none"> Professional practical experience in Pacific Island environments. Strong awareness of PIC issues particularly relating to oceans, climate change, disaster risk and sustainable development. Experience as a trainer or trainer of trainers Prior involvement and experience in working with COSPPac project stakeholders. Experience in undertaking coastal monitoring related fieldwork. |

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| <ul style="list-style-type: none"> • 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. • Knowledge of oceanographic and/or geodetic instrumentation and application of data. • In-depth knowledge of the institutional context and partners within at least one of the following sectors: (i) lands and surveying, (ii) meteorological services. • Strong oral and written communication skills in English. | |
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Key Skills/Attributes/Job Specific Competencies

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

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| Expert level | <ul style="list-style-type: none"> • Problem solving skills. • Stakeholder engagement. • Working in teams. |
| Advanced level | <ul style="list-style-type: none"> • Project Management. • Ocean and climate change science. • Ocean observation systems. • Training and facilitation. |
| Working Knowledge | <ul style="list-style-type: none"> • Online databases and portals. • Project communications. • Monitoring, evaluation and learning. • Finance and budgeting. |
| Awareness | <ul style="list-style-type: none"> • Geographic Information Systems. • Land survey techniques. • Meteorological instrumentation. • 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

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.