



## JOB DESCRIPTION

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| <b>Job Title:</b>                              | Project Manager – Pacific Adaptation to Waste to Energy Solutions (PAWES) Project   |
| <b>Division/Programme and Section/Project:</b> | Division - Geoscience, Energy and Maritime (GEM) Division<br>Programme - Georesources and Energy Programme (GEP)<br><b>Project – Pacific Adoption of Waste-to-Energy Solutions (PAWES) Project</b>  |
| <b>Location:</b>                               | Suva, Fiji  |
| <b>Reporting to:</b>                           | Team Leader - Energy Security   |
| <b>Number of Direct Reports:</b>               | 4 Direct Reports plus any Technical Assistance contractors/consultants.<br>The direct reports are: Technical Waste Officer (based with SPREP in Samoa).<br>The remaining 3 are Fiji based. Economist (part-time); Data Expert (part-time); & Administrative and Finance assistant (part-time).  |
| <b>Purpose of Role:</b>                        | <p>The Project Manager - PAWES will primarily be responsible for the overall project management and delivery of the PAWES Project. The purpose of this role is to ensure the successful delivery of project activities within the remaining timeframe. Therefore, this role requires someone with demonstrated experience and skills in agile project management. This position requires someone with demonstrated experience in successfully delivering projects, excellent people coordination skills, procurement, risk management, high level report writing skills and the provision of high-level advice to government and key stakeholders.</p> <p>The Project Manager – PAWES skills need to also include, inter alia, being able to quickly assess the status of the project, ensure alignment of the workplan with the budget and with team members responsible for delivering on each activity. Once this is aligned the Project Manager - PAWES will need to be able to multi-task to ensure the successful delivery of the workplan. This means that the Project Manager -PAWES will also need to be a quick learner and have the skills to be able to get a good understanding of SPC’s policies (in particular the Procurement and Grants Policy) to ensure an efficient roll out of activities in compliance with SPC’s policies.</p> <p>Experience in projects in the Pacific is essential and it is an advantage if you have a good understanding of development projects and an energy background in particular waste-to-energy.</p> |
| <b>Date:</b>                                   | October 2023  |

## Organisational Context and Organisation Chart

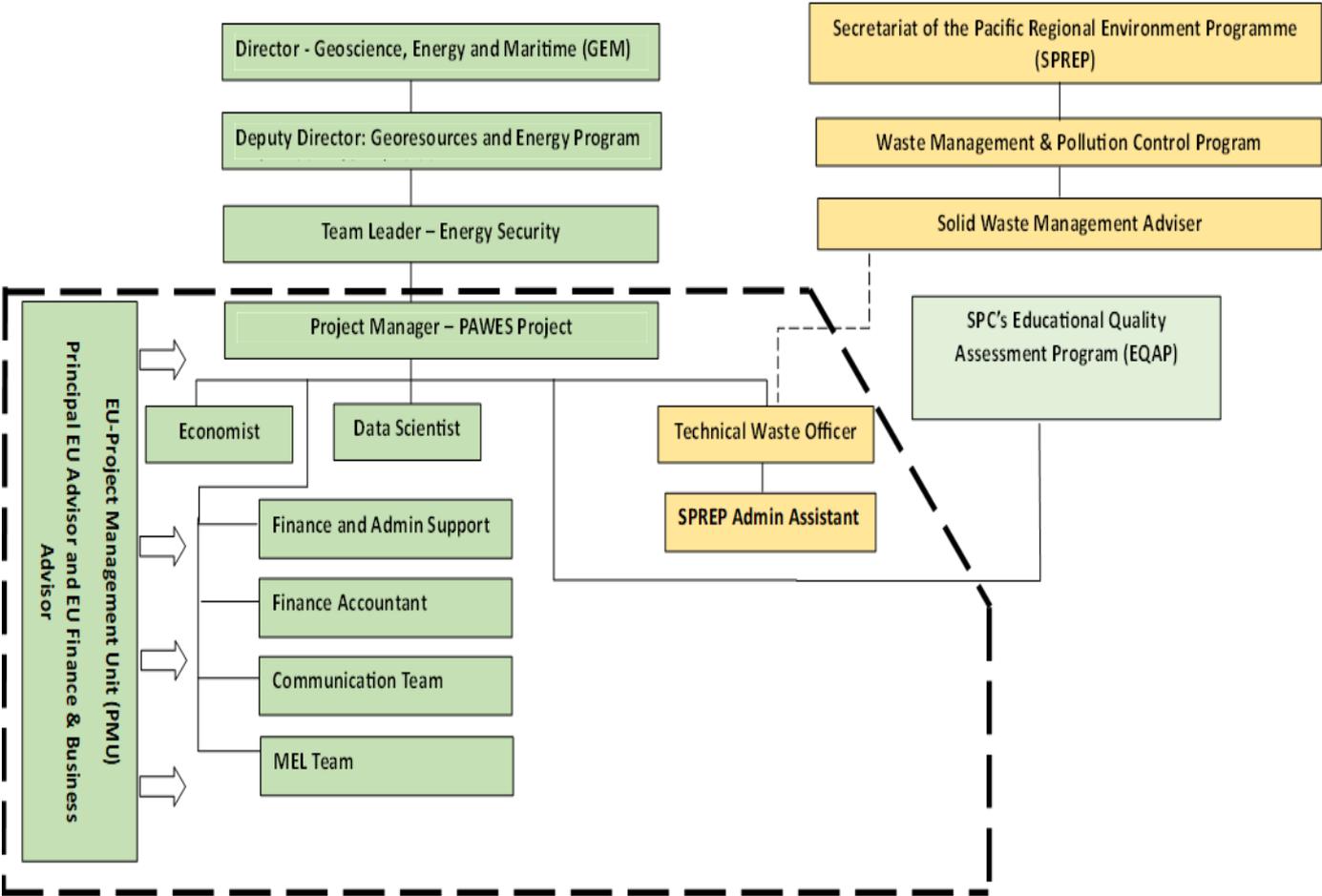
SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective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

**The PAWES project** is part of the **SPC’s Geoscience, Energy and Maritime Division (GEM)** and sits within the GEM’s Divisions **Georesources and Energy Programme (GEP)**. **GEP** brings together the Economic Development Division and our Georesources team. The inextricable links between understanding and use of Pacific Georesources and their link to the development of sustainable energy systems ensures the programme effectively integrates along each stage of the supply chain. This model ensures increased support for our members to understanding, protect and manage these resources sustainably.

The PAWES organigram illustrated below shows how the project sits within the GEM’s Division GEP Programme and reporting lines for PAWES.

The Project Manager – PAWES reports directly to the Team Leader – Energy and Security. Within the project team there are only two other full-time positions and two other positions that whilst report to the Project Manager – PAWES they also report to other members of the GEM programme as they only work part time on the PAWES project. This position also works with SPREP as the co-implementing partner. The Technical Waste Officer whilst working full time on the project also sits in the SPREP office in Samoa. One of the key deliverables for the project is being delivered in close collaboration with SPC’s Educational Quality Assessment Programme.

**Pacific Adoption of Waste to Energy Solutions (PAWES) Project) Organogram**



## About the PAWES Project

The PAWES project is funded with the financial contribution of the European Union and the support of the Secretariat of the OACPS, Organisation of African, Caribbean and Pacific States. It is being implemented by the Pacific Community (SPC) in close partnership with the Secretariat of the Pacific Regional Environmental Programme, the University of the South Pacific, the University of Papua New Guinea, national governments, civil society and the private sector.

The PAWES overall objective is to enhance solid waste management and energy security in the Pacific region. With two specific objectives: this being firstly that; “national and subnational government entities are able to make informed decisions on developing a sustainable waste-to-energy sector”. Secondly, that “tertiary education institutions provide updated training and are able to perform state-of-the-art research on solid waste management, renewable energy technologies and waste-to-energy”. The five target beneficiary countries for this project are Papua New Guinea, the Republic of Marshall Islands, Samoa, the Solomon Islands and Tuvalu.

The PAWES project commenced in January 2022 and is due to end December 2024, however there is possibility for a one-year extension.

### Key Result Areas (KRAs):

The position of Project Manager for the PAWES project encompasses the following major functions or Key Result Areas (KRAs):

**KRA#1:** Overall project management and successful delivery of the PAWES project (50%).

**KRA#2:** Strengthening cooperation and coordination of national stakeholders and multipliers in waste-to-energy including the coordination of steering committee meetings, multipliers meetings and other stakeholder engagements. (10%)

**KRA#3:** Coordinate the technical expertise and successful delivery of the work packages 1 to 5 of the PAWES Project (40%). These work packages are:

WP1- Capacity strengthening of government entities in the application of support for evidence-based decision making in waste-to-energy.

WP2- Collection and consolidation of data on solid waste management and renewable energy technology in the Pacific region.

WP3 – Promotion of cross-sectoral among government entities and the educational, research and private sector.

WP4 – Adapting and developing waste-to-energy training courses for tertiary education providers.

WP5 – Developing waste-to-energy solutions through tertiary education providers.

***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><b>KRA#1: Overall management and successful delivery of the PAWES project (50%)</b></p> <ul style="list-style-type: none"> <li>• Ensure the successful delivery of project activities within the remaining timeframe.</li> <li>• Utilising demonstrated experience and skills in agile project management.</li> <li>• Utilising demonstrated experience in successfully delivering projects, excellent people coordination skills, procurement, risk management, high level report writing skills and the provision of high-level advice to government and key stakeholders.</li> <li>• Utilise experience and skills to also include, inter alia, being able to quickly assess the status of the</li> </ul> | <ul style="list-style-type: none"> <li>• Efficient coordination and delivery of project work packages as per the description of the action i.e., project document.</li> <li>• Team efficiency, moral and motivation maintained and enhanced, and staff performance appraised</li> <li>• Project team and Consultants successfully delivered on their JDs / assignments</li> <li>• Project work plan implemented successfully and in a timely manner and within budget</li> </ul> |

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| <p>project, ensure alignment of the workplan with the budget and with team members responsible for delivering on each activity.</p> <ul style="list-style-type: none"> <li>• Once this is aligned the Team Leader - PAWES will need to be able to multi-task to ensure the successful delivery of the workplan.</li> <li>• This means that the Team Leader-PAWES will also need to be a quick learner and have the skills to be able to get a good understanding of SPC’s policies (in particular the Procurement and Grants Policy) to ensure an efficient roll out of activities in compliance with SPC’s policies.</li> <li>• Demonstrate sound leadership in managing the PAWES Project</li> <li>• Lead and manage the PAWES Project team and technical expertise short term consultants.</li> <li>• Day-to-day management, implementation, and coordination of all project activities; and ensuring project objectives are realised in accordance with the EU contribution agreement and the operational policies and procedures of SPC, and project beneficiaries.</li> <li>• Liaise with other units within GEP and GEM and the Waste Management Division at SPREP to ensure better collaboration and complementarity of efforts</li> <li>• Provide financial management oversight of the project by liaising regularly with GEM Division Finance staff</li> <li>• Coordinate the implementation of the project Monitoring, Evaluation and Learning (MEL) framework.</li> <li>• Coordinate the implementation of the Project Communication strategy.</li> <li>• Coordinate the implementation of the project risk management strategy.</li> <li>• Coordinate the development / revision of WtE strategies / roadmaps and RET policies.</li> <li>• Prepare the project progress and annual reports and ensure finance reports are prepared and submitted on time.</li> <li>• Provide regular update to and seek guidance from the Team Leader – Energy Security and Deputy Director – GEP</li> <li>• Ensure project activities are undertaken in an open and transparent manner.</li> <li>• Intervene early and effectively when potential problems arise.</li> </ul> | <ul style="list-style-type: none"> <li>• Project activities successfully completed and within the required timeframe</li> <li>• All project outputs of a high technical quality</li> <li>• Regular project staff meetings and monthly meetings with local multipliers convened</li> <li>• Collaboration and complementarity of efforts with GEP, GEM and SPREP enhanced</li> <li>• Local multipliers adequately and effectively supported</li> <li>• All project procurements undertaken and successfully completed</li> <li>• Sound project financial management system followed and audited financial reports completed and submitted</li> <li>• Project MEL framework implemented, and corrective measures successfully undertaken</li> <li>• Project communication strategy developed and successfully implemented</li> <li>• Project risks identified and successfully mitigated</li> <li>• WtE strategies / roadmaps and RET policies developed / revised and utilized by countries</li> <li>• Progress and annual reports prepared and submitted on time</li> <li>• Team Leader – Energy Security and Deputy Director GEP regularly updated on project progress and effectively supported.</li> </ul> |
| <p><b>KRA#2: Strengthening cooperation and coordination on waste-to-energy including the coordination of steering committee meetings, multipliers meetings and other meetings (10%)</b></p> <ul style="list-style-type: none"> <li>• Strategic leadership of the project at all levels, and development of close, strong working</li> </ul>   | <ul style="list-style-type: none"> <li>• Project Steering committee meetings convened in a timely manner with well-prepared meeting documents and engagement.</li> <li>• Effective communications are established and maintained with appropriate contact points,</li> </ul>   |

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| <p>relationships with multipliers, key stakeholder organisations and donors.</p> <ul style="list-style-type: none"> <li>• Organize regular meetings of project staff and technical expertise within SPC and contracted technical expertise.</li> <li>• Coordinate regular meetings with all stakeholders. Ensuring that there are clear follow up plans to keep activities progressing.</li> <li>• Organize and lead Project Steering Committee meetings.</li> <li>• Effectively communicate regularly with key partners, including private sector, civil society and Government sectors.</li> <li>• Establish and maintain close working relationships with other relevant agencies both within the Pacific Region and further afield and ensure the establishment of effective synergies among stakeholders.</li> </ul>  | <p>including senior government staff, focal points, stakeholder representatives, NGOs, civil society.</p> <ul style="list-style-type: none"> <li>• Key stakeholders, such as the Steering Committee, are satisfied with the regular progress reports on the overall performance to meet key project deliverables.</li> <li>• Open and effective communications are actively promoted between and within project beneficiaries and SPC programmes and project teams.</li> </ul> |
| <p><b>KRA#3: Coordinate the technical expertise and successful delivery of the work packages 1 to 5 of the PAWES Project (40%).</b></p> <p>These work packages are:</p> <p>WP1- Capacity strengthening of government entities in the application of support for evidence-based decision making in waste-to-energy.</p> <p>WP2- Collection and consolidation of data on solid waste management and renewable energy technology in the Pacific region.</p> <p>WP3 – Promotion of cross-sectoral among government entities and the educational, research and private sector.</p> <p>WP4 – Adapting and developing waste-to-energy training courses for tertiary education providers.</p> <p>WP5 – Developing waste-to-energy solutions through tertiary education providers.</p> <ul style="list-style-type: none"> <li>• Oversight of the technical quality and sound advice for all project outputs.</li> <li>• This is where an understanding of development in the Pacific is important with the skills to be able to pull together the existing SPC technical expertise and regional and international technical expertise as contractors to deliver on each of the work packages.</li> <li>• Align the work plan and budget to meet the activities in each workplan and then successfully implement these.</li> </ul> | <ul style="list-style-type: none"> <li>• Successfully deliver on the work packages as clearly outlined in the Description of the Action i.e., project documents.</li> </ul>  |

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):**

- Ability to deal with a multitude of national, regional and international stakeholders amid competing demands and deadlines.

- The coordination of the implementation of the PAWES Project activities
- Promotion of the WtE to investors and private sector and attracting investment in WtE to PICTs
- Completing the project by the end of the project implementing period
- Provide sound advice to the Team Leader – Energy Security and the Deputy Director of GEP

### Functional Relationships & Relationship Skills:

| Key internal and/or external contacts  | Nature of the contact most typical   |
|--|--|
| <b>External</b> <ul style="list-style-type: none"> <li>• Directors of Energy and Waste Management in PNG, Solomon Islands, Samoa, RMI and Tuvalu</li> <li>• Regional and local multipliers</li> <li>• SPREP Waste Management Division</li> <li>• SEIAPI and its members</li> <li>• Research institutions and industries</li> <li>• Consultants</li> <li>• OACPS</li> <li>• EU</li> <li>• Private Sector</li> <li>• Other Partners</li> </ul> | <ul style="list-style-type: none"> <li>• Country work priorities, stakeholder consultations, and awareness</li> <li>• Planning, and preparation and implementation of work plans</li> <li>• Coordination, collaboration, and partnerships</li> <li>• Funding and financial issues</li> <li>• Investment attraction</li> <li>• Reporting</li> </ul> |
| <b>Internal</b> <ul style="list-style-type: none"> <li>• Director GEM Division</li> <li>• Deputy Director – GEP</li> <li>• Team Leader – Energy Security</li> <li>• GEP staff</li> <li>• GEM Division staff</li> <li>• EU PMU</li> </ul>   | <ul style="list-style-type: none"> <li>• Decision making</li> <li>• Divisional and programme strategy, planning and resource allocation</li> <li>• Work plan development and approval</li> <li>• Collaboration and partnerships</li> <li>• Finance and auditing</li> <li>• Professional development and mentoring</li> </ul>                       |

### Level of Delegation:

Routine Expenditure Budget: Approximately 1 million EUR per annum

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

### 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"> <li>• A postgraduate degree from a recognised institution in a discipline relevant to project management, international development, or energy.</li> </ul> | <ul style="list-style-type: none"> <li>• Relevant qualifications in international development /development studies</li> </ul> |

## Knowledge/Experience

| Essential:   | Desirable:   |
|--|--|
| <p><b>Project management</b></p> <ul style="list-style-type: none"> <li>• At least 10 years of demonstrated experience in leading and delivering complex projects within a certain timeframe.</li> <li>• Demonstrated experience and skills in agile project management.</li> <li>• Demonstrated experience in successfully delivering projects, excellent people coordination skills, procurement, risk management, high level report writing skills and the provision of high-level advice to government and key stakeholders.</li> <li>• Project management skills need to also include, inter alia, being able to quickly assess the status of the project, ensure alignment of the workplan with the budget and with team members responsible for delivering on each activity.</li> <li>• Demonstrated experience in multi-tasking skills to ensure the successful delivery of the workplan.</li> <li>• A quick learner and have the skills to be able to get a good understanding of SPC's policies (in particular the Procurement and Grants Policy) to ensure an efficient roll out of activities in compliance with SPC's policies.</li> <li>• Demonstrated ability to prioritize and deliver timely and high-quality project outputs and outcomes.</li> <li>• A good understanding of log frames, monitoring evaluation and learning (MEL) along with capturing these into high level reports and impact not only for donors but also sharing this information with our stakeholders.</li> </ul> <p><b>People and team leading skills</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills in a multicultural environment such as the Pacific region.</li> <li>• Demonstrated abilities in staff management and their performance evaluation.</li> </ul> <p><b>Ability to understand and coordinate relevant technical expertise.</b></p> <ul style="list-style-type: none"> <li>• Experience in leading projects in the Pacific is essential and it is an advantage if you have a good understanding of development projects or an energy background in particular waste-to-energy.</li> <li>• 5 years' experience in working within a regional or international institutional environment either in the private or development sector.</li> <li>• Awareness of the FESRIP 2021-2030 and PICTs energy priorities.</li> </ul> | <ul style="list-style-type: none"> <li>• Effective communicator and skilled in liaison and negotiation with Pacific Island countries.</li> <li>• Experience in managing EU-funded projects.</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Excellent oral and written English communication skills.</li> <li>• Excellent report writing skills and being able to competently edit technical documents.</li> <li>• Excellent computer skills across necessary applications.</li> </ul> |  |
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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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| <b>Expert level</b>      | <ul style="list-style-type: none"> <li>• Provide sound technical advice to Team Leader – Energy Security and Deputy Director – GEP</li> <li>• Identify and advocate for new/innovative ideas and solutions that will help the PAWES Project address its challenges and fulfill its purpose</li> </ul> |
| <b>Advanced level</b>    | <ul style="list-style-type: none"> <li>• Critical thinking and foster partnerships</li> <li>• Support and contribute to teamwork and the implementation of GEP’s work plan</li> </ul>   |
| <b>Working knowledge</b> | <ul style="list-style-type: none"> <li>• Knowledgeable in Waste to Energy, RET, energy frameworks and policies</li> <li>• Familiar with many aspects of energy</li> </ul>   |
| <b>Awareness</b>         | <ul style="list-style-type: none"> <li>• SPC Regulations and Policies</li> <li>• Gender and cultural sensitivity issues of working in a male dominated sector and the Pacific region</li> </ul>   |

### 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
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

### 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.