



POSITION DESCRIPTION

Job Title:	Project Manager, Enhancing Adaptation and Community Resilience by Improving Water Security
Work Unit:	Disaster and Community Resilience Programme, Geoscience Energy and Maritime (GEM) Division
Location	Port Vila, Vanuatu
Responsible To:	Water Security and Governance Coordinator
Number of direct reports:	Up to 3 direct reports, and oversight of multiple contracted services and Technical Assistance
Job Purpose:	Within the Project Management Unit, the Project Manager will primarily be responsible for the overall project management and delivery of the <i>Enhancing Adaptation and Community Resilience by Improving Water Security</i> project (herewith referred to as the <i>Vanuatu Water Security</i> project). This includes project management, procurement, team coordination, oversight of financial management, performance and reporting, risk management and the provision of high-level advice to participating Government of Vanuatu agencies, partners and SPC. In doing so the Project Manager will lead project team members and work closely with selected SPC technical staff, international, national and local development partners, national and local counterparts and contracted Technical Assistance. Strategic leadership and relationship development are critical to this role.
Date:	August 2024

Background

The Pacific Community (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 26 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/>).

SPC has brought together its efforts in disaster risk reduction and water and sanitation, along with relevant climate change adaptation and natural resource management initiatives, into an integrated Disaster and Community Resilience Programme (DCRP). Part of SPC's Geoscience, Energy and Maritime (GEM) Division, the DCRP was formed to better support SPC's Member Countries achieve their sustainable development goals through evidence-based action and partnerships for resilience. By bringing these related areas

together, the DCRP is focusing SPC efforts to support Member Countries to demonstrate strengthened resilience through integrated actions on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation. The DCRP delivers this work through a series of projects and programme funding, coming together through integrated programmatic delivery (<https://gem.spc.int/key-work/DCRP>).

One such project is the *Enhancing Adaptation and Community Resilience by Improving Water Security* project (herewith referred to as the *Vanuatu Water Security* project), funded by the Green Climate Fund (GCF). SPC has accessed the resources for this project on behalf of the Government of Vanuatu (GoV) in its capacity as an Accredited Entity for the GCF and will manage project oversight and fiduciary controls in this role. The project will be executed by both 1) the Vanuatu Department of Water Resources (DoWR), and 2) the GEM Division of SPC. This Project Manager role will be recruited under the GEM Division.

The overall objective of the project is to enhance the climate resilience and increase water security and sanitation of rural communities in Vanuatu. The project will utilise and improve government-owned processes of water management, including established processes for Drinking Water Safety and Security Planning (DWSSP) and channel resources through Vanuatu's Capital Assistance Programme (CAP). Through this integrated approach, the project will target three outcomes:

- **Outcome 1: Communities are empowered to plan and manage climate-resilient water resources;**
- **Outcome 2: Communities have enhanced climate-resilient rural water infrastructure; and**
- **Outcome 3: Provincial and national institutions are strengthened to address climate risks associated with water security.**

Ultimately, the combined impact of these Outcomes aims to induce a paradigm shift in Vanuatu's water management systems, catalysing a shift towards safe, climate-resilient, and sustainable water utilization and improved water security at community levels.

The project will be delivered by a team of skilled professional specialists hired under SPC's GEM division and the DoWR. DoWR is the focal government institution for this Project and is responsible for the execution of project activities. The Project Management Unit (PMU), including staff hired under GEM and DoWR, will be housed in the DoWR in Port Vila, Vanuatu. SPC's project staff will carry out Direct Project Services to support the DoWR in execution of the project.

Project Context and Roles

SPC will be both the **Accredited Entity** and one of two **Executing Entities** for this project alongside the Government of Vanuatu.

Accredited Entity functions will be undertaken by SPC's **Climate Change and Environmental Sustainability** (CCES) programme, which hosts the **Climate Finance Unit** (CFU), SPC's focal point with the GCF. The CFU's role in the project will focus on oversight and quality assurance of project management and delivery in alignment with obligations agreed upon with the GCF through relevant financing and legal agreements.

The **Government of Vanuatu** (GoV) will be an **Executing Entity** for the Project acting through its **Ministry of Finance** (MoF), **Department of Water Resources** (DoWR) and **National Water Resources Advisory Committee** (NWRAC). The Ministry of Finance will receive GCF resources from SPC as the Accredited Entity through a Subsidiary Agreement, with funds to be administered by the DoWR in accordance with agreed Annual Work Programs and Budgets (AWPB).

A **National Project Steering Committee** (NPSC) will be formally established as a part of the inception workshop for the project and will be co-chaired by the **Director of the DoWR** and Vanuatu's **National Designated Authority** (NDA) for the GCF, and provide implementation guidance, strategic support and financial and procedural oversight to the project.

A **Project Management Unit** (PMU) will be established under the Subsidiary Agreement between the SPC and Government, consisting of various positions hired by DoWR and SPC in an open competitive process.

Alongside the Government of Vanuatu, SPC will also provide **Executing Entity** functions for the project

through its **GEM Division**. As an Executing Agency supporting the DoWR, SPC GEM Division will coordinate actions and oversee tasks within the overall project management structure consisting of:

- contracting PMU staff;
- providing guidance to support the PMU in alignment with the direction of the National Project Steering Committee (NPSC);
- supporting the PMU to ensure that all project-level reporting outputs are prepared in a timely manner and in alignment with GCF requirements;
- establishing and managing contracts with suppliers and services providers;
- quality assurance and enhancement of project-level reports submitted by the PMU;
- ensuring implementation of activities are in alignment with the project work plan; and,
- coordinating and facilitating project level audits in alignment with GCF obligations.

In its role as Executing Entity, SPC will enter into a Letter of Agreement (LoA) with **UNICEF**, pursuant to which UNICEF will provide technical assistance for specific activities identified in the LoA. This agreement will detail and legally define UNICEF's roles and responsibilities as the **Lead Technical Partner** for the project.

The **Project Manager** will be responsible for the day-to-day operations of the PMU, within the parameters laid down by the NPSC through the approved AWPBs and in alignment with their guidance and recommendations. Representing SPC's GEM Division as Executing Entity of the project, the Project Manager will coordinate actions to ensure the project is adequately staffed and supported to efficiently implement the project. They will also be responsible for monitoring project risks and maintaining the project risk log and will ensure regular and effective communication with all selected service providers, Civil Society Organisations and provincial governments in target locations. This will ensure smooth feedback across all project stakeholders and facilitate implementation as needed.

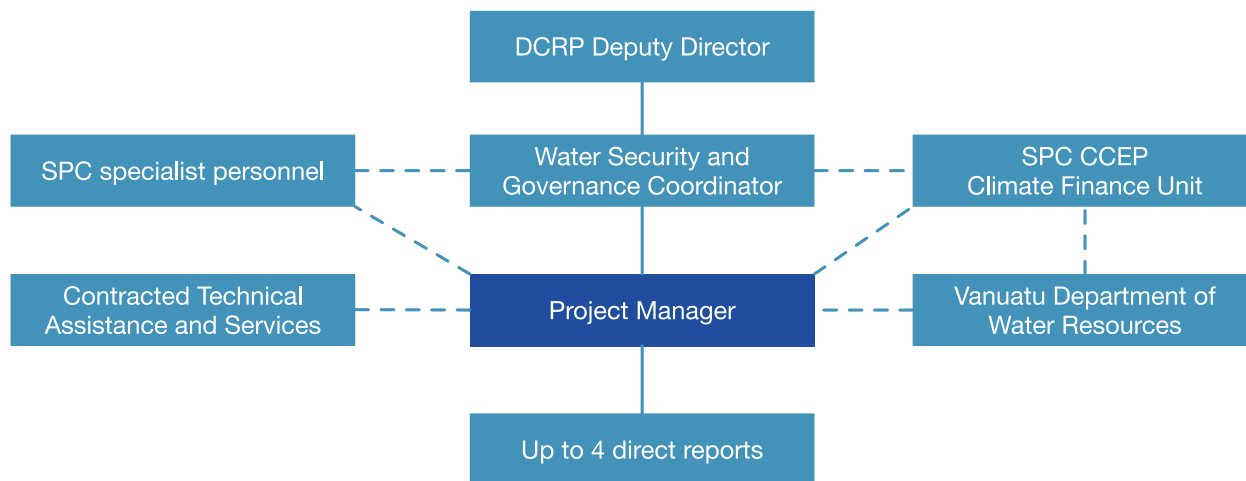
With support from PMU members as required, the Project Manager will draft and finalise i) AWPBs and other relevant documentation for NPSC approval and ii) all reports required to meet GCF obligations under the FAA. Overall, it is the Project Manager's responsibility to ensure efficient and effective implementation of the project.

The PMU will include three positions to be recruited by SPC and reporting directly to the Project Manager, including **National Project Engineer, Project Environment and Social Safeguards Officer** and **Project Administrative Assistant**.

Effective working relationships between project actors including the DoWR, UNICEF and SPC will be key to the success of the project, and the management of these relationships will be a key role of the Project Manager position.

Organisational Context

The overall supervision of the project will be the responsibility of the Deputy Director of DCRP under SPC's GEM Division with the support of the Water Security and Governance Coordinator (WSGC). The Project Manager will lead a locally based Project Management Unit (PMU), provide specialist support to ensure the effective coordination and implementation of the Project.



Key Result Areas

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

1. Overall leadership and governance of the Vanuatu Water Security project;
2. Coordination and management of agreed Project deliverables;
3. Management and maintenance of working relationships between key project partners, actors and stakeholders;
4. Provision of strategic advice and support to strengthen the efficacy of SPC programmes and support to Vanuatu and other Member countries; and
5. Effective management of people and teams.

The requirements in the above Key Result Areas are broadly identified below.

<i>Jobholder is accountable for</i>	<i>Jobholder is successful when</i>
KRA 1: Overall leadership and governance of the Vanuatu Water Security Project (25%)	
<p>1.1: Strategic leadership of the project at all levels, and development of effective working relationships;</p> <p>1.2: Establishment and maintenance of the resources, systems and enabling environments needed for effective Project implementation;</p> <p>1.3: Day-to-day management, implementation and coordination of all Project activities;</p>	<ul style="list-style-type: none"> • Strategic leadership and timely high-level advice are provided on matters concerning project delivery to SPC, the Government of Vanuatu and relevant partners. • Necessary systems and enabling environments are established and maintained, including securing necessary human resources and technical skills; • Project financial management and reporting systems are established and implemented; • Functional work teams and stakeholder networks are established and maintained; • Effective Project governance arrangements are established, including convening of National Project Steering Committee (NPSC) meetings in accordance with the Funded Activity Agreement (FAA); • Project risks are monitored and the project risk log is maintained; • Project objectives are realised in accordance with the Project FFA and associated milestones, within the parameters laid down by the NPSC through the approved AWPBs and in alignment with their

<p>1.4: Oversight and management of all funded services, supplies and equipment;</p> <p>1.5: Effective monitoring, evaluation and reporting of Project implementation</p>	<p>guidance and recommendations, and with the operational policies and procedures of SPC, the donor and project beneficiaries;</p> <ul style="list-style-type: none"> • Funded services, supplies and equipment are secured and managed in accordance with the procurement requirements of SPC, the donor and project beneficiaries; • Terms of Reference are developed, contracts in place and consultants are remunerated based on performance and deliverables; • Project is monitored against the applicable targets stated in the Project Logical Framework, in accordance with agreed project Monitoring and Evaluation procedures; • All progress reports and costed work plans are prepared and submitted in accordance with requirements of the FAA; • Appropriate results reports and briefings are developed and presented to senior government officials, SPC management, development partners and stakeholders; • Project outcomes and activities are fully reported in SPC Monitoring, Evaluation and Learning (MEL) systems, including preparation of project results stories and regular reporting of activities against SPC business plans and country programmes; and • Experiences and lessons learned are documented, shared and wherever possible incorporated into the ongoing management of the project and the design of future activities and projects. • Project level audits coordinating and facilitating in alignment with GCF obligations.
<p>KRA 2: Coordination and management of agreed project deliverables (25%)</p>	
<p>2.1: Effectively coordinate and manage project actions to empower communities to plan and manage climate resilient water resources</p>	<ul style="list-style-type: none"> • New and existing DWSSPs incorporate incremental improvements to mainstream adaptation solutions. • DWSSPs processes incorporate incremental improvements to mainstream adaptation solutions and update existing DWSSPs. • Area administrators trained and material developed for communities on climate vulnerability, risks and updated DWSSP methodology. • Knowledge sharing events organised. • Awareness, capacities and skills of communities and area administrators on climate-resilient water management improved. • Vulnerable communities identified through Vanuatu’s National Implementation Plan for Safe and Secure Community Drinking Water (NIP) process to prioritise delivery of DWSSPs.

<p>2.2: Effectively coordinate and manage project actions to enhance rural water infrastructure in target communities</p> <p>2.3: Effectively coordinate and manage project actions to strengthen capacity of provincial and national institutions to address climate risks associated with water security</p>	<ul style="list-style-type: none"> • Vulnerable communities are supported to develop and implement their DWSSPs (600 DWSSPs by the end of the project cycle) • AWPBs and other relevant documentation finalised for NPSC approval. • Vulnerable communities supported to construct, operate, and maintain climate-resilient water infrastructure (target 270 communities). • CAP request prioritization improved, with gender and ESIA screening for chosen sites. • Climate resilient WASH infrastructure improved with adequate O&M training • National and provincial-level staff and WASH sector partners trained on climate- resilient water management. • Enhanced administrative and technical capacity training delivered for water management. • Knowledge management through data sharing mechanism established for climate-resilient water management. • Improved knowledge management processes in place • Data sharing platform operationalized. • Monitoring, learning and evaluation framework established for improved learning for climate-resilient water management. • Existing MEL practices collated within water governance structures in Vanuatu, and robust MEL protocol established.
<p>KRA 3: Management and maintenance of working relationships between key project partners, actors and stakeholders (20%)</p>	
<p>3.1: Establish and maintain effective working relationships between key project partners, actors and stakeholders.</p>	<ul style="list-style-type: none"> • Effective working relationships are established and maintained with country counterparts, donor representatives, partner organisations and relevant programmes, including those implemented by SPC; • Regular communication maintained with all selected service providers, Civil Society Organisations and provincial governments in target locations to ensure smooth feedback across all project stakeholders and facilitate implementation as needed. • Leadership and guidance provided to support the PMU in alignment with the direction of the National Project Steering Committee (NPSC). • Timely reporting of potential and emerging issues and challenges for remedial action where required.
<p>KRA 4: Provision of strategic advice and support to strengthen the efficacy of SPC programmes and support to Vanuatu and other Member countries (15%)</p>	
<p>4.1: Provide high level expert</p>	<ul style="list-style-type: none"> • Strategic advice and support provided for the

<p>strategic advice and support on climate change adaptation, resilient infrastructure, water, sanitation and hygiene, rural and remote programme implementation.</p>	<p>development, planning and positioning of SPC's Disaster and Community Resilience Programme and GEM Division.</p> <ul style="list-style-type: none">• Reliable backstopping support provided to DD DCRP, WSGC and DCRP leadership team where required.• Support provided to SPC's role in incident management and response where required.• Support provided to the development of technical and financial proposals across DCRP work areas.• Support to WSP and GSD strategic planning processes, including CRGA briefing and reporting materials.• High level advice provided to SPC on climate High level technical support provided to SPC sectoral networks, flagship programmes and communities of practice for climate change, disaster resilience and water and sanitation.• Lessons learned in implementing the project documented and made available to improve SPC's capacity to effectively support Member countries.
KRA 5: Effective management of people and teams (15%)	
<p>5.1: Establish a functional and effective PMU</p> <p>5.2: Maintain positive work environments and effectively manage SPC project team</p>	<ul style="list-style-type: none">• PMU established and key SPC roles recruited, including those of National Project Engineer, Project Environment and Social Safeguards Officer and Project Administrative Assistant.• Support provided to DoWR in the recruitment of DoWR positions within the PMU. <ul style="list-style-type: none">• Corporate requirements are met individually and as a team including the performance planning and assessment cycle and the requirements of finance, audit and risk reporting.• Staff work plans and Performance Development System evaluations are completed effectively and on time.• Staff performance managed and consistency ensured.• Fair, consistent, and timely performance planning and review meetings conducted and open communication encouraged to discuss performance.• Time actively scheduled to help staff develop and be the best they can.• Environment created which encourages the resolution of performance issues.• Positive work environment created, and collaboration promoted within the team and across functions and other divisions in the organisation.• Health, safety and well-being of employees supported in the way they lead and manage and

	monitor the team.
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Note: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> • Working independently in Government of Vanuatu agency setting in ensuring delivery of a set of complex deliverables involving community consultations, infrastructure development, and institutional and community capacity building. • Supporting the management of a project budget of USD 23.3M, including large and complex procurement processes. • Identifying and managing risk associated with remote infrastructure and community development, with challenging supply chains and limited access to specialist human resources and services. • Providing high-level leadership to a diverse project team consisting of international and local specialists, and contracted Technical Assistance and service providers. • Providing effective and timely communications and liaison with Government counterparts, ensuring that the Project is responsive to evolving needs and circumstances. • Working effectively across diverse technical and operational networks and sectors. • Managing and delivering expectations of national, provincial and local counterparts, partners and implementing agency requirements. • Coordinating and facilitating information exchange, networking and partnership building. • Management of consultants and both large and small supply and services contracts. • Ensuring the sustainability of actions undertaken with careful consideration of the unique cultural and environmental contexts of participating communities.

Functional Relationships & Relationship Skills

Key internal and/or external contacts	Nature of the contact most typical
External	
<ul style="list-style-type: none"> • Director DoWR and PMU staff • Vanuatu NDA • Green Climate Fund • National government agencies including national public cooperations 	<ul style="list-style-type: none"> • Close collaboration and consultation • Correspondence and administrative requirements • Service provision and support • Provision of documents

<ul style="list-style-type: none"> • Recipient communities • Private sector and industry association contacts • Consultants, contractors and suppliers • The Commercial and Development financial sector • Auditors 	<ul style="list-style-type: none"> • Public relations
Internal	
<ul style="list-style-type: none"> • GEM Director • Deputy Director Disaster and Community Resilience Programme (DCRP) • Water Security and Governance Coordinator • DCRP Water Security and Governance team • GEM Finance team • Project Management Unit • Climate Finance Unit • SPC HR, Finance, Administration, Publications, ICT, and Procurement staff 	<ul style="list-style-type: none"> • Assisting with project administrative requests and needs. • Tracking budget expenditure, contract variation/closures, travel requests.

Level of Delegation

The position holder:

- Routine Expenditure Budget: USD 23.3M over the life of the Project.
- Budget Sign-off Authority without requiring approval from a director: EUR 2,000 per commitment

Person Specification

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A postgraduate degree from a recognised institution in a discipline relevant to project management, international development, water resources management, water, sanitation and hygiene (WASH), climate and disaster resilience, geosciences, engineering, construction, surveying, community development, and/or another relevant field or equivalent body of knowledge and experience. 	<ul style="list-style-type: none"> • Relevant additional qualifications in related fields, particularly where grounded in a Pacific context. • A Master's degree in project management, international development, water resources management, climate and disaster resilience, geosciences, engineering, construction, surveying, community development, and/or another relevant field.

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years in the management of complex infrastructure and/or community development projects, including for the augmentation of water supply infrastructure and for projects carried out in remote locations, preferably in a Pacific Island Country environment. • Thorough understanding of project 	<ul style="list-style-type: none"> • Effective communicator and skilled in liaison and collaboration with Pacific Island Country counterparts. • Experience in managing development assistance issues in a small island context, with experience working in Melanesian countries a distinct advantage. • Relevant experience in working within a

<p>management including project cycles, log-frames, and risk management.</p> <ul style="list-style-type: none"> • Demonstrated ability to work in relative isolation, while effectively maintaining necessary consultation and reporting requirements. • Demonstrated skills in leadership, coordination and the mentoring of staff. • A demonstrated proficiency in meeting the monitoring and reporting requirements of development partners such as the GCF. • Demonstrated experience managing a high volume and high dollar value procurement. • Excellent English communication skills (oral and written), including report writing and preparation of communicative presentation materials. • Excellent interpersonal skills in a diverse multicultural environment such as the Pacific Islands region generally, or Vanuatu specifically • Excellent computer skills across necessary applications 	<p>regional or international institutional environment.</p> <ul style="list-style-type: none"> • Experience in managing GCF-funded projects. • Experience working in Vanuatu at both the Government and community levels. • Understanding of water security challenges facing the Pacific region and Vanuatu in the context of the existing complex multi donor, multi project situation. • Working knowledge of Bislama.
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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"> • High level project management skills • Sound analytical, technical and organizational skills • Financial management and procurement procedures • Excellent liaison skills especially in the Pacific environment • Knowledge of corporate affairs and budgetary processes
Advanced level	<ul style="list-style-type: none"> • Ability to lead a team, comprising professionals and administrative staff, as well as ability to work independently or as part of a team • Capacity building and mentoring • Skills in prioritisation, decision making, problem solving and management of risks • Excellent command of both written and spoken English
Working Knowledge	<ul style="list-style-type: none"> • Computer literacy, particularly with Microsoft Office and related project management software
Awareness	<ul style="list-style-type: none"> • Awareness of water security and resilience issues in the Pacific Islands region in general and of Vanuatu specifically • Familiarity with GCF policies and reporting requirements

Key Behaviours

All employees are measured against the following Key Behaviours as part of their Performance Development:

- Change and Innovation
- Interpersonal Skills

- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- Self-motivated
- Demonstrates cultural and gender sensitivity
- Ability to think and act on initiative
- Strong client orientation and continuous improvement mindset
- Highly motivated and strong affinity to teamwork
- Analytical and smart thinking – solutions oriented
- High work standards, good work ethic and positive attitude to work
- Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
- Performs well under pressure and strongly committed to work
- Positive attitude, excellent interpersonal skills, well organized, dependable and honest

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 our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.