



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

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| Job Title: | Project Manager, Building Safety and Resilience in the Pacific (BSRP) II |
| Division/Programme and Section/Project (if any): | Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP), BSRP II project |
| Location: | Suva, Fiji |
| Reporting to: | Deputy Director, DCRP and Disaster Risk Team Leader |
| Number of Direct Reports: | 4 Direct Reports |
| Purpose of Role: | The Project Manager will be responsible for the overall implementation of the BSRP II project. This involves providing high-level strategic and technical advice on the Project; day-to-day management, coordination, and oversight of operations and finances; performance and quality control; supporting monitoring, evaluation, research, and learning; and reporting to the Pacific Community (SPC), DCRP, GEM Division, European Union and the Governments of the Pacific and partners. Stakeholder engagement, relationship management and staff management are critical to success in the role. |
| Date: | March 2022 |

Organisational Context and Organisation Chart

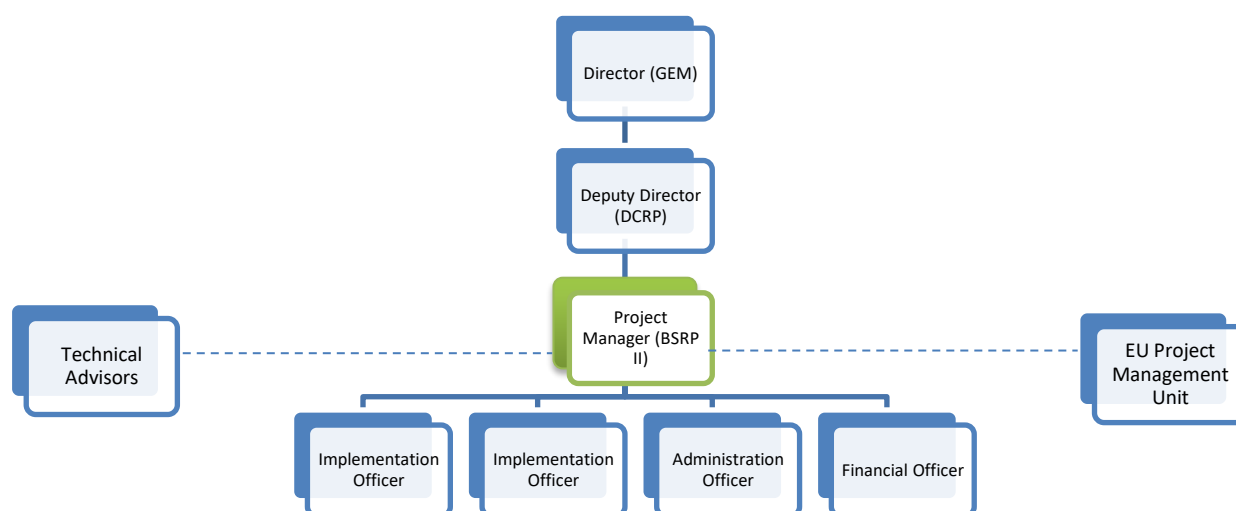
SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific island contexts and cultures. (<https://www.spc.int/>).

The GEM Division uses scientific and technical innovations to develop solutions that help overcome development challenges in the Pacific. GEM consists of four key technical programmes: Disaster and Community Resilience Programme (DCRP), Oceans and Maritime Programme, Georesources and Energy Programme, and Earth and Marine Observation Programme.

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 our 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>).

BSRP II is a EUR 14 million project and sitting within DCRP. It will commence in 2022, building on the first phase of BSRP (2013-2020). BSRP II will be implemented by SPC in collaboration with agencies from 15 Pacific Island Countries (PICs) as part of the 11th European Development Fund (EDF) Intra-African, Caribbean and Pacific (ACP) Natural Disaster Risk Reduction Programme (NDRRP) supported by the Organisation of African, Caribbean and Pacific States (OACPS) and European Union Delegation (Suva).



Key Result Areas (KRAs):

KRA 1: Overall management and delivery of the BSRP II project (40%)

KRA 2: Providing high-level strategic and technical expert advice on BSRP II and resilience approaches and actions (15%)

KRA 3: Managing, mentoring, and supporting team members (20%)

KRA 4: Facilitating effective advocacy, communications, and engagement within and between Pacific Islands Countries, SPC, the European Union, other collaborating entities, and other stakeholders (15%)

KRA 5: Supporting the capacity, efficacy, and impact of SPC's DCRP (10%)

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

| Jobholder is accountable for | Jobholder is successful when |
|--|---|
| KRA 1: Overall management and delivery of the BSRP II project (40%) <ul style="list-style-type: none"> Provide strategic project leadership at all levels. Lead the detailed design of project country and regionally-led activities, 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 adaptive management, implementation, and coordination of all project activities. Develop close, strong working relationships with key stakeholders within SPC, across fifteen PICs, the EU/OACPS, regional and global agencies; collaborating where relevant to increase impact. | <ul style="list-style-type: none"> Project is implemented according to formal agreements, budgets, work plans and SPC and Country Operational Policies and Procedures. Development relevance, impact, effectiveness, inclusivity, and efficiency is maximized, and project adaptations are evidenced-based. Project implementation and results are locally owned, and benefits derived from the project can be sustained beyond the life of the project. Potential adverse social and environment impacts from the project are mitigated. Country and regional plans, procurement plans, contract listings, asset registers, risk registers, |

| Jobholder is accountable for | Jobholder is successful when |
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| <ul style="list-style-type: none"> • Ensure project objectives are sustainably realised, and activities are implemented in accordance with: project beneficiary priorities, formal agreements; and the operational policies and procedures of SPC and PICs (including relating to procurement, finance, and social and environmental responsibility). • Ensure robust project management, administration, knowledge/records management systems and processes are established and streamlined taking into account technical realities, accountability and decision-making requirements and timing, and competing demands on stakeholder time. • Ensure BSRP II financial management is sound and in accordance with SPC, donor and audit requirements. This includes regularly updating budget forecasts, and validating, tracking, reconciling, and analysing costs to deliver on the project budget and results. • Coordinate and manage all BSRP II procurement and contract/grant management requirements for funded services, supplies, equipment, and infrastructure. • Oversee monitoring, evaluation, research, and learning (MERL) within the project in line with SPC and EU/OACPS requirements, including: managing the design and implementation of MERL plans, systems, and processes; and implementing MERL recommendations. • Prepare high-quality and timely progress and completion reports, work plans for the EU and SPC management. | <p>exit/transition and closure plans are prepared in a timely manner and kept up to date.</p> <ul style="list-style-type: none"> • Project management systems are streamlined, and support collaborative, timely and evidenced-based decision-making. • Procurement of necessary services, supplies, equipment, and infrastructure is carried out in accordance with SPC, donor and project beneficiaries' procurement procedures. • Project expenses receive unqualified audits and are deemed eligible. • Progress reports and costed work plans are completed to a high standard and within set timelines and donor / SPC requirements. • Project MERL is valued by the project team, and utilised not only for accountability and visibility purposes, but also for continuous improvement and learning. • Recommendations from reviews (where agreed) are effectively implemented. |
| <p>KRA 2: Providing high-level strategic and technical expert advice on BSRP II and resilience approaches and actions (15%)</p> <ul style="list-style-type: none"> • Facilitate multi-stakeholder consultative forums to develop, negotiate and later evaluate and reflect on BSRP II project activities. • Increase stakeholder awareness and knowledge of strengthening disaster risk reduction and resilience at local, sub-national, national, regional, and global levels. • Provide oversight of the technical quality of all project outputs and deliverables. • Undertake high-level strategic analyses of BSRP II and resilience activities in the Pacific; and identify human and institutional capacity gaps in key sectors. • Use analysis to provide expert advice, briefings, and information products to senior government officials, SPC management, donor representatives and other stakeholders to inform the development, implementation and monitoring of appropriate risk-informed resilience activities. • Facilitate access to expertise, and knowledge sharing within and between Pacific Island countries (and where relevant, with Caribbean and African countries), and promote Pacific-Pacific cooperation. | <ul style="list-style-type: none"> • Consultative forums supported by BSRP II are inclusive and allow for diverse voices to be heard. • Stakeholder awareness and knowledge of strengthening disaster risk reduction and resilience increases over the life of the project. • All project outputs of a high technical quality and achieve the desired outcomes. • BSRP II activity results are analysed and findings incorporated into project adaptations, and the design of targeted regional and in-country support programmes where appropriate. • High quality and informative briefings are provided to relevant senior government officials, SPC management, donor representatives and other stakeholders when required. • Pacific-Pacific cooperation and knowledge sharing increases as a result of BSRP II. • Pacific Island countries have improved access to the disaster risk management and climate change expertise as a result of BSRP II. |
| <p>KRA 3: Managing, mentoring, and supporting team members (25%)</p> <ul style="list-style-type: none"> • Oversee the recruitment of the BSRP II project management unit (PMU), technical and in-country | <ul style="list-style-type: none"> • Project staff successfully recruited in a timely manner. |

| Jobholder is accountable for | Jobholder is successful when |
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| <p>coordination staff and contractors in accordance with SPC policies and procedures.</p> <ul style="list-style-type: none"> • Provide direct supervision and performance management of PMU staff in accordance with SPC policies and procedures. • Negotiate and contribute to achieving effective project support arrangements for BSRP II staff sitting under alternative line management structures. • Ensure all personnel hired under the project receive adequate induction, mentoring and support to assist them to fulfil their obligations to the project whilst also developing professionally as individuals • Encourage open communication to discuss performance, and actively share experience in project management and reasoning behind all decision making with the project team • Actively schedule time for staff guidance and make yourself available for BSRP II team members with concerns at all other times. • Create an open and confidential environment to resolve performance issues. • Work to motivate and encourage the team especially during stressful times, encouraging flexibility for delivery of tasks when needed. • Support the health, safety, and wellbeing of team members, including in relation to mental health. | <ul style="list-style-type: none"> • PMU staff are managed in accordance with SPC policies and procedures. • BSRP II staff sitting under alternative line management structures effectively support the project in a timely manner. • All personnel hired under the project are receiving adequate induction, mentoring and support. • There is open communication and performance of the project team is being actively managed. • The project team is motivated, and their health, safety and wellbeing are being maintained. |
| <p>KRA 4: Facilitating effective advocacy, communications, and engagement within and between Pacific Islands Countries, SPC, the European Union/OACPS, other collaborating entities, and stakeholders (10%)</p> <ul style="list-style-type: none"> • Establish and maintain effective communications with Pacific Island Countries concerning their needs and the implementation of the BSRP II project, including high-level liaison with Ministers and senior government staff where required. • Ensure appropriate communications, engagement and visibility activities are undertaken for the project in line with the Communications, Engagement and Visibility Strategy agreed with the EU, and the Communication and Visibility Manual for European Union External Action. • Establish high-level government participation and project oversight through the project steering group and national steering committee process for the project, including developing terms of reference and meeting procedures as appropriate. • Ensure the BSRP II project is delivered within the context of, and contributes to the achievement of, the Framework for Resilient Development in the Pacific (FRDP) and Sendai Framework goals and targets. • Strengthen regional cooperation and coordination on disaster risk management and climate change adaptation including the coordination of project steering group, NDRRP regional programme steering | <ul style="list-style-type: none"> • Effective communications networks are established and maintained with appropriate contact points, including Ministers, senior government staff, focal points, and stakeholder representatives in Pacific Island countries and globally. • Project communications, engagement and visibility activities are undertaken in line with the Communications, Engagement and Visibility Strategy agreed with the EU, and the Communication and Visibility Manual for European Union External Action. • The project has high-level government participation and oversight in and across participating countries. • BSRP II contributes to the achievement of FRDP and Sendai Framework goals and targets. • Regional cooperation and coordination on disaster risk management and climate change adaptation is strengthened as a result of BSRP II. |

| Jobholder is accountable for | Jobholder is successful when |
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| <p>committee meetings, and establishment of communities of practice; and contribute to other regional and global coordination mechanisms, such as the Pacific Resilience Partnership, NDRRP global programme steering committee and advisory committee.</p> <ul style="list-style-type: none"> Lead the effective liaison and promotion of networking between key stakeholders and other individuals involved in project implementation and between projects where relevant. | |
| <p>KRA 5: Supporting the capacity, efficacy, and impact of SPC's DCRP (10%)</p> <ul style="list-style-type: none"> Provide expert advice and support to strategic planning and MERL within DCRP, the GEM Division and SPC more broadly. Promote collaborations and relationships within DCRP, GEM Division and SPC more broadly. Lead and promote networking between key stakeholders, individuals and projects involved in risk reduction and resilience between projects where relevant. Support the development of proposals, including to source assistance from donors and other development partners in the region. Support formal and informal reporting to DCRP donor and development partners as required. Support implementation of the SPC Post Disaster Support Framework as required. | <ul style="list-style-type: none"> Expert advice and support provided strengthen the effectiveness of DCRP programme delivery, thus positively impacting on divisional/SPC effectiveness. Project activities enhance cross-divisional activities and cooperation within DCRP, GEM and SPC Learnings from BSRP II are integrated into future project proposals produced by DCRP. DCRP donor and development partners understand how BSRP II contributes to the achievement of DCRP goals and results sought. Appropriate post-disaster support is provided to Pacific Island countries. |

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):

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| <ul style="list-style-type: none"> Developing and negotiating regional and national activities, contracts, and grants across fifteen Pacific Island Countries with different priorities, expectations, cultures, institutional arrangements, capacities, languages, time zones, and currencies. Simultaneously managing (often at a distance) a range of both small and large contracts/grants regionally and in Pacific Island Countries, and ensuring consistency and quality is maintained. Coordinating and facilitating information exchange, networking, and collaboration across the region. Managing at times contrasting expectations of country counterparts, collaborating agencies, SPC and the donor. Delivering project activities in remote outer islands that are difficult to access. Representing SPC and the project at high-level global and regional forums. Balancing project management and technical support in an environment with large demands on specialised expertise time and resources. Ensuring activities are implemented according to the budget, timeline and implementation parameters including the relevant operating manuals and guidelines. Ensuring the sustainability of actions undertaken. Implementing activities within the context of a COVID-19 environment that impacts travel, gatherings, and supply chains. |
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Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
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| <p>External</p> <p>Key external contacts are:</p> | |

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| <ul style="list-style-type: none"> • OACPS in Brussels • EU Delegation in Suva • NDRRP implementing partners • Other regional and international organisations • National government agencies • NGOs and civil society groups across the region • Private sector organisations across the region. • Recipient communities in the countries • Media (national and regional) • Consultants and firms • Climate change and disaster risk management networks | <ul style="list-style-type: none"> • Consultation, reporting and negotiation • Direct national liaison • Service provision and support • Public relations • Strategic collaboration |
| <p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Project staff • DCRP Deputy Director • DCRP Team Leaders and Project Managers • GEM Director, Finance, MERL and communications teams • Professional staff from related SPC projects/divisions • SPC Operations and Management teams, in particularly, Finance, Legal (Procurement and EU PMU), HRSD, CCES | <ul style="list-style-type: none"> • Reporting, liaising, facilitating, coordinating, and negotiating |

Level of Delegation:

Manages a project valued at EUR 14m. Actual delegations are:

Routine Expenditure Budget: Petty cash - less than or equal to EUR 50; Purchases using shopping process - more than EUR 50 and less than or equal to EUR 2,000.

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

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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| A Masters degree from a recognised institution (or equivalent work experience) in a discipline relevant to project management, international development, natural resources management, climate resilience or disaster risk management | Multiple qualifications (or equivalent work experience) encompassing a variety of disaster risk management, risk information, climate resilience, strategic thinking, project management and monitoring disciplines. |

Knowledge/Experience

| Essential: | Desirable: |
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| At least 12 years in a similar project management position with complex multi-donor, multi-beneficiary projects ideally in the Pacific Islands region. | Effective communicator with experience in liaising and negotiating with Pacific Island countries |
| Experience of managing projects being simultaneously implemented at multiple levels – regional, national, sub- | Experience in managing EU-funded projects |

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| <p>national and community (including in remote island locations).</p> <p>Thorough understanding of adaptive and results-orientated project management, including: project-cycles; log-frames; financial forecasting and reporting; procurement and contract management; MERL; and risk management.</p> <p>Understanding of applying gender and social inclusion approaches to development and mitigating adverse environmental impacts</p> <p>Demonstrable experience in leading and motivating culturally and disciplinary diverse and dispersed teams.</p> <p>Sound knowledge of organisational affairs and systems and processes.</p> <p>Experience in managing and mentoring staff and their performance to achieve high productivity and ensure staff wellbeing.</p> <p>Thorough understanding of the disaster risk management and climate resilience history, challenges, solutions, priorities, and coordination in the Pacific region (science to policy).</p> | <p>Understanding of disaster and climate change risk challenges facing the Pacific region in the context of the existing complex multi donor, multi project situation.</p> <p>Experience in managing development assistance issues in a small island context</p> <p>Knowledge of financial management systems, and managing projects across multiple currencies</p> |
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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"> • Skills in complex results-orientated and adaptive project design, management, and implementation • Analytical, technical, and project management skills • Skills in prioritising, decision making, problem solving and managing risks • Interpersonal, liaison, networking, and relationship building skills in a multi-cultural environment, especially with Pacific Islanders • Written and oral communication skills, including good written English and the ability to write for and report to a variety of stakeholder hierarchies 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 • Strategic planning, facilitation, negotiation, and capacity building skills • Able to establish and streamline robust project management systems and processes • Able to effectively communicate and advocate on complex DRM/climate change issues and solutions with a diverse range of technical and non-technical audiences |
| Working knowledge | <ul style="list-style-type: none"> • Computer skills, including with the Microsoft Office Suite and with project management software, information management and decision support software/tools • MERL within environments that have technology and capacity limitations |
| Awareness | <ul style="list-style-type: none"> • SPC Regulations and Policies • Financial management procedures for different donors (including the EU) |

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.