



JOB DESCRIPTION

Job Title:	Project Manager - PCCOS
Division/Programme and Section/Project (if any):	PCCOS
Location:	Nouméa
Reporting to:	Head of PCCOS
Number of Direct Reports:	None
Date:	June 2024

Organisational Context and Organisation Chart

About Us

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Pacific Community Centre for Ocean Science (PCCOS)

In commemorating the SPC's 70th anniversary, the 10th Pacific Community Conference agreed to establish the Pacific Community Centre for Ocean Science (PCCOS) to be hosted at SPC and become a true flagship for scientific excellence and a dedicated regional science information and knowledge hub. Through support from the New Zealand Government and various other development partners, PCCOS has been fully operational since 2021 and is actively working to help Pacific Island governments and communities **easily access the ocean science and expertise they need to make informed decisions** and to protect and sustainably manage ocean resources.

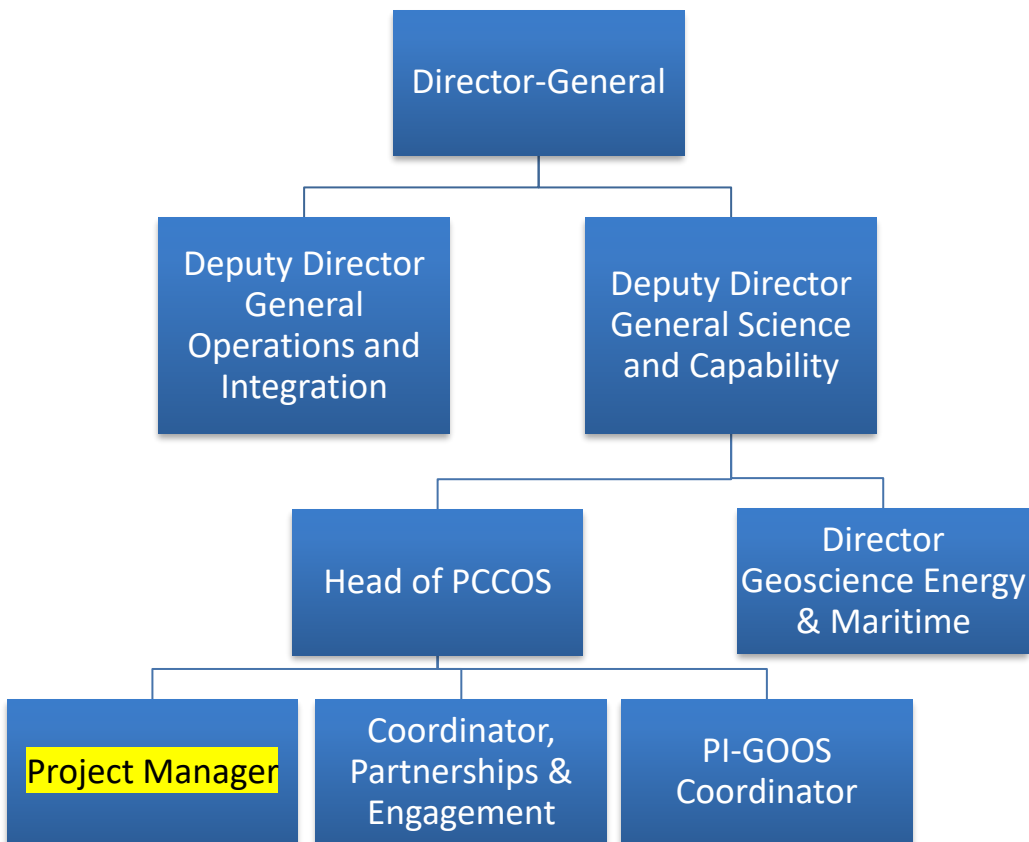
More specifically, PCCOS aiming at achieving the following objectives:

1. Facilitate and promote **cross-divisional engagement and cooperation internally at SPC** for a better-integrated service to its members and continued building of ocean science excellence at SPC.
2. Contribute to **strategic partnerships in ocean science** with a large number of institutions and initiatives at the national level, regionally (particularly with other CROP agencies) and internationally.
3. Coordinate the approach with **government agencies responsible for implementing ocean policies** and progressing against SDG 14.

PCCOS is now leading the design of the SPC Ocean Flagship through consultation with SPC divisions and regional partners, as well as coordinating cross-divisional projects, implemented across SPC divisions (FAME, GEM, CCES). PCCOS is also implementing seed-projects/programmes such as the Pacific Islands Ocean Acidification Center (PIOAC), the Pacific Islands Decade Coordination Center (PI-DCC), and the Regional Alliance of the Global Ocean Observing System (PIGOOS), that all have regional coordination mandates.

About the Role

The PCCOS Project Manager will manage the PCCOS programme, overseeing the anchor investments and related projects. It will play a pivotal role in leading and coordinating collaborative efforts between SPC Divisions and external partners. The role’s responsibilities will encompass strategic planning, project design, project execution, resource management, resource mobilization, knowledge management, and ensuring timely and successful project deliverables. The Project Manager will work closely with other project leads, with the PCCOS Coordinator Partnership and Engagement and with the Head of PCCOS in ensuring SPC member countries’ ocean science and ocean management needs are satisfied in a coordinated and efficient manner. It will also support the implementation of the UN Ocean Decade in the Pacific and its related actions, including the Pacific Early Career Ocean Professionals Network and Placement Programme.



Key Result Areas (KRAs):

The position of Project Manager PCCOS will work in close collaboration with the PCCOS Head and PCCOS Coordinator.

The position of Project Manager PCCOS encompasses the following Key Result Areas:

- Project planning and execution (30%)
- Monitoring, evaluation, learning and reporting (20%)
- Programme/project development (20%)
- Resource mobilisation (20%)
- Knowledge management and communications (10%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Project planning and execution (30%)</p> <ul style="list-style-type: none"> • Lead the management of the PCCOS project budget, scope and schedule. • Lead PCCOS planning exercises, including PCCOS funds and related project. • Identify and manage project issues and risks. • Track and submit project variances and changes to project plans and budget. • Provide effective project management leadership and support across the PCCOS project portfolio and leadership. • Contribute to coordination of project activities with stakeholders, including Pacific Island Government and Territories (PICTs), regional and international development partners, and other relevant organizations. • Oversee project finances with timely expenditure monitoring and reporting, including by collaborating with GEM, FAME and SPC finance teams. • Lead inception phases of new projects as Project Manager. • Contribute to the recruitment of project teams. 	<ul style="list-style-type: none"> • Project budget, scope and schedule are managed and communicated effectively. • Project issues and risks are managed and communicated effectively. • A shared understanding of project success criteria is established and maintained with project team members and key stakeholders leading to solutions that are fit for purpose and delivering value to the intended audience/users/beneficiaries. • The Project Manager is able to influence individuals' work plans to ensure project goals and outcomes are met. • Approvals for project variances and changes to project plans are communicated effectively and approved by the appropriate project governance body. • Increased engagement, trust, and confidence in PCCOS and SPC's ocean science and ocean management expertise by PICTs stakeholders. • Effective project management leadership and support is provided across the PCCOS project portfolio leading to project success and stakeholder satisfaction. • PCCOS finances are rigorously managed in compliance with donor financial and reporting requirements • Inception phases of new projects are successful with adequate teams hired
<p>KRA 2: Monitoring, evaluation, learning and reporting (20%)</p> <ul style="list-style-type: none"> • Drive implementation of PCCOS's MEL plan and strategy, ensuring alignment with donor and SPC MEL requirements. • Develop and manage all performance monitoring activities and systems, including necessary data management and visualization software as appropriate to report M&E data on output, outcome, and indicators. • Facilitate planning, reflection and learning sessions with ocean science stakeholders in SPC. • Conduct regular and ad-hoc data analysis and provide quality assurance over the preparation of donor reports and PCCOS contributions to SPC corporate reports and evaluations e.g. Pacific Community Results Report, Results Framework indicators, and country reports (including feature stories, report on outputs and trainings and progress towards outcomes). • Lead internal learning and use of MEL findings, and facilitate opportunities to increase learning 	<ul style="list-style-type: none"> • PCCOS staff are incorporating evaluation and learning practices in their work, and using evidence from MEL for the adaptive management of the PCCOS programme. • PCCOS staff are aware of organisational MEL requirements • Donor Reporting and data collection systems are streamlined and align with the PCCOS's MEL strategy, and reporting is completed in a timely manner that meets stakeholder needs • Sound and timely advice is provided to PCCOS Head and Coordinator.

<p>across PCCOS and with other SPC divisions and programmes. Actively contributing to the cross-SPC MELnet community of practice.</p>	
<p>KRA 3: Programme/project development (UN decade of Ocean Science, COP, IOM) (20%)</p> <ul style="list-style-type: none"> • Contribute to development and implementation of Integrated Ocean Management and Marine Spatial Planning in the organisation and for the region, including facilitation of design, planning workshops and communities of practice. • Contribute to the development and monitoring of programmes and projects within the UN decade of the Oceans context, including through the development of communications, visibility materials and knowledge products. • Collaborate in efforts to advance integrated programming efforts across SPC, including sharing lessons from PCCOS. Support the mainstreaming of social and environmental responsibility (including gender, culture, human rights and youth) considerations within program designs. • Collaborate and foster partnership with organisations involved in implementing the UN Ocean Decade in the regional and globally, including IOC-UNESCO, national UNESCO committees, CROP partners, and other relevant organisations. 	<ul style="list-style-type: none"> • High-quality briefs, concept notes, project descriptions, and knowledge products are developed • SPC staff and partners actively participate in the development and implementation of Integrated Ocean Management and Marine Spatial Planning, and related projects. • PCCOS lessons are documented and shared across other integrated programmes • The Ocean Decade in the Pacific is implemented by a vibrant community of partners sharing capacities and expertise
<p>KRA 4: Resource Mobilisation (20%)</p> <ul style="list-style-type: none"> • Develop and lead on the implement PCCOS' Resource Mobilisation Strategy, which would include innovative funding mechanism and alternative business models. • Coordinate the preparation of grant proposals and negotiation of contracts for new science and research concepts aligned to PCCOS objectives and using skills, services and tools across SPC's divisions to achieve the best outcomes. • Research potential donors and partners and submit with innovative concepts related to the development of science and research concepts and proposals to appropriate and interested donors. 	<ul style="list-style-type: none"> • High-quality proposals developed • High donor engagement is maintained with new collaborations established and resources attracted • New grant agreements signed for PCCOS with development partners • PCCOS is sustainable beyond the current project phase and is not dependent a single donor
<p>KRA 5 : Knowledge management and communications (10%)</p> <ul style="list-style-type: none"> • Drive implementation of PCCOS's Knowledge Management and Communications Strategy including ensuring quality and consistent messaging about PCCOS's programme learnings, lessons, outcomes and impacts to external audiences, and ensuring alignment with donor and SPC communications requirements. 	<ul style="list-style-type: none"> • Knowledge products developed by PCCOS contribute to national and regional learnings. • High quality knowledge products are disseminated widely • Regional development agencies and partners are aware of the work, impacts and achievements of PCCOS

<ul style="list-style-type: none"> Collaborate on and quality assure PCCOS knowledge products for alignment with donor and SPC requirements. 	
---	--

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):

<ul style="list-style-type: none"> Support flexibility and advice in integrated programming. Coordinating a wide range of stakeholders to ensure sound technical and financial monitoring of PCCOS projects in compliance with SP rules and procedures. Drafting high-quality evaluation reports, briefings, aid effectiveness reporting and other writing as required. Managing multiple tasks in terms of efficiency, accuracy and timeliness when content and context are based on external input. Working to tight deadlines with competing demands for reports on direction, donor proposals/evaluations. Analyzing and synthesizing monitoring data from across PCCOS Project to aggregate into whole of PCCOS performance information. Building and maintaining effective relationships across PCCOS and SPC to support projects development, monitoring and reporting work.
--

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> In-country focal points International Donors CROP agencies Development agencies 	<ul style="list-style-type: none"> Liaise withing framework of project oversight and steering Coordinating actions Develop support
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> PCCOS staff SPL team FAME team leaders GEM team leaders Pacific Data Hub and SDD team leaders CCES team leaders SPC Corporate and Support Services 	<ul style="list-style-type: none"> Advising and reporting on activities and tasks. Collaborating on integrated programming across the Programme. Coordination and Communication on PCCOS areas of work Facilitating mainstreaming, awareness raising of PCCOS issues, supporting development of projects within the requirements of Donors

Level of Delegation:

Routine Expenditure Budget: 0 €

Budget Sign off Authority without requiring approval from direct supervisor: 50 €

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:
<ul style="list-style-type: none"> ▪ Master degree in relevant field such as international development, project management, design, monitoring and evaluation, economics. 	<ul style="list-style-type: none"> ▪ Current certification as a Project Management Professional or similar. ▪

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ At least 10 years of experience in international development project management, implementation and monitoring, evaluation and learning, with good understanding of international best practices in development effectiveness. ▪ Demonstrated experience of effective project delivery within budget and project scope. ▪ Demonstrated skills in a wide range of quantitative and qualitative evaluation methods and data analysis. ▪ Experience in international development, including design and implementation of M&E Frameworks. ▪ Strategic thinker with well-developed analytical skills and attention to detail, and experienced in strategic planning and consultation processes. ▪ Excellent communication and report writing skills in English. ▪ Advanced facilitation skills. ▪ Experience in communicating programme learnings to a wide range of audiences through a variety of user-friendly knowledge products. ▪ Experience in programme communication, visibility and marketing. ▪ Advanced planning and programme learning skills and experience. ▪ Skilled user of databases for entering, processing/cleaning and extracting data, including some experience with web-based Monitoring and Reporting systems. Ability to train and motivate divisional staff on M&E systems and use of online reporting tools. 	<ul style="list-style-type: none"> ▪ Knowledge of ocean and climate issues in the Pacific. ▪ 5 years' experience working on development issues in the Pacific. ▪ Good knowledge of the Pacific organisations and their role. ▪ Previous experience training on M&E with Pacific target audiences. ▪ Proven ability to meet deadlines within budget constraints and creative, innovative and flexible approaches to problem solving. ▪ Demonstrated experience in setting priorities successfully. • Familiarity with SPC Corporate policies, strategies and MEL systems. • Experience of working on GCF, EU, US, MFAT and/or DFAT funded projects.

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.