



JOB DESCRIPTION

Job Title:	Risk Reduction Financing Specialist
Division/Programme and Section/Project:	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
Location:	Suva, Fiji
Reporting to:	Deputy Director, Disaster and Community Resilience Programme (DCRP)
Number of Direct Reports:	0
Purpose of Role:	Under the leadership of the Deputy Director DCRP and working in collaboration with the Project Manager for Building Safety and Resilience in the Pacific (BSRP) Phase II Project and the SPC Climate Change Flagship Programme team overseen by the Climate Change and Environmental Sustainability (CCES) Programme, the incumbent is responsible for providing strategic policy and technical advice to support capacity strengthening for Risk Reduction Financing in Pacific Island Countries and Territories.
Date:	September 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 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 **Geoscience, Energy and Maritime (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.

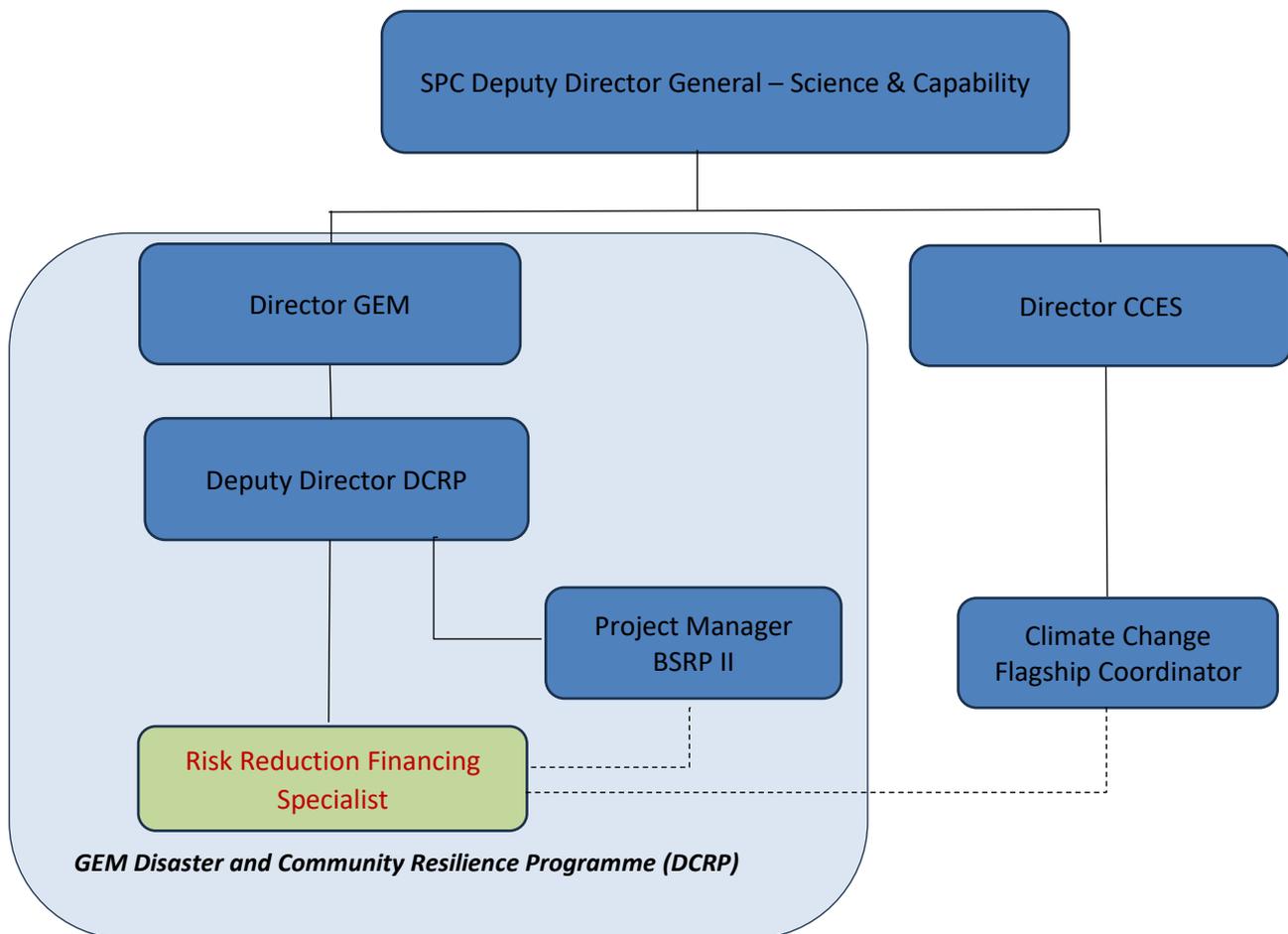
SPC has brought together its efforts in disaster risk reduction and water and sanitation, along with relevant climate change adaptation and natural resource management initiatives, into an integrated Disaster and Community Resilience Programme (DCRP). Part of SPC's Geoscience, Energy and Maritime (GEM) 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>).

As part of SPC’s integrated programming, this position is jointly supported through the EU-funded Building Safety and Resilience in the Pacific (BSRP II) Project and the SPC Climate Change Flagship Programme.

The BSRP II is a EUR 14 million project implemented by DCRP. It commenced in 2022, building on the first phase of BSRP (2013-2020). BSRP II is 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 (NDRR) Programme supported by the Organisation of African, Caribbean and Pacific States (OACPS) and European Union Delegation (Suva).

The **SPC Climate Change and Environmental Sustainability (CCES) Programme** is charged with facilitating the development and implementation of SPC’s new Climate Change Flagship Integrated Programme which seeks to enhance climate change services and capability in a more holistic, strategic, and cohesive way. It aims to bring greater visibility to the breath of SPC’s climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1 of the new SPC Strategic Plan and will help to more clearly define SPC’s value add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. The Climate Change Flagship Integrated Programme is informed by SPC’s Strategic Plan, its previous climate change framework (CC Framework 2018), the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy, Pacific priorities in climate change negotiations and national policies such as NDCs, NAPs, NAPA’s, JNAPs, Nat Coms etc.



Key Result Areas (KRAs):

KRA 1: Risk Reduction Finance (RRF) Research, Policy/Technical Advice & Advocacy (30%)

KRA 2: Risk Reduction Finance Capacity Building (30%)

KRA 3: Support to the Pacific Resilience Partnership (PRP) Technical Working Groups (20%)

KRA 4: Knowledge Products, Communication and Information Sharing (20%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Risk Reduction Finance (RRF) Research, Policy/Technical Advice & Advocacy (30%)</p> <ul style="list-style-type: none"> Undertake research and engage with relevant stakeholders, including the Pacific Resilience Partnership (PRP) to develop technical advice to enhance RRF capacity of Pacific islands countries and territories. 	<ul style="list-style-type: none"> Research is undertaken to strengthen the base of data and information available to enhance RRF advocacy and capacity building. Key information on the types of instruments and applications relevant to the Pacific region are synthesized and documented. Existing and potential disaster risk reduction financing and insurance products are compiled. Papers/presentations in support of RRF are developed. Methodology or tools to measure the incremental cost of climate change losses and damages on top of normal disaster related losses and damages researched, developed and tested. Innovative think pieces and policy briefs that can support the implementation of resilience financing priorities developed. Comprehensive and succinct technical advice is communicated using relevant mediums of communication. Technical advice is provided on the strengthening/reform of Public Finance Management systems to support the mainstreaming of climate and disaster risk into the national development system in PICTs. Regular outreach is undertaken with Ministries of Finance in the region and relevant CROP agencies and partners to strengthen advocacy for 'resilience financing reform'.
<p>KRA 2: Risk Reduction Finance Capacity Building (30%)</p> <ul style="list-style-type: none"> Provide RRF capacity support to National Disaster Management Offices, Ministries responsible for Climate Change, Ministries of Finance and other relevant agencies/institutions in Pacific Island countries and territories to enhance national strategies and actions for strengthened financial protection against disasters. 	<ul style="list-style-type: none"> RRF advocacy to Pacific Island countries is well received and Ministries of Finance and NDMOs agree to strengthen capacity for financial protection. Support rendered to PICTs to develop or update RRF strategies/policies. Support for improving national DRR financial protection is well coordinated among interested partners and national agencies. Opportunities for the implementation of national DRR financial strategies are identified and support offered to assist Ministries of Finance and NDMOs with implementation.

Jobholder is accountable for	Jobholder is successful when
	<ul style="list-style-type: none"> High-level government participation and oversight towards capacity building activities in and across BSRP II countries.
<p>KRA 3: Support for the Pacific Resilience Partnership (PRP) Technical Working Groups (20%)</p> <ul style="list-style-type: none"> Provide advice and SPC technical support to the Pacific Resilience Partnership Risk Finance Working Group, and the anticipated Pacific Climate Change Roundtable Loss and Damage Working Group, to enable a streamlined regional approach to RRF capacity building for Pacific Island countries and territories. 	<ul style="list-style-type: none"> Active participation and representation of SPC's interests and perspectives in the meetings of the PRP Risk Finance Working Group (RFG). Meeting papers and reports are inputted to and shared with DCRP colleagues in a timely manner for comments. RFG meeting minutes are prepared and circulated to relevant SPC staff and the necessary follow-up actions undertaken to ensure that decisions are implemented. Regular and consistent coordination is carried out with RFG members and external stakeholders to ensure streamlined capacity building support to PICTs.
<p>KRA 4: Knowledge Products, Communication, and Information Sharing (20%)</p> <ul style="list-style-type: none"> Work closely with relevant stakeholders and SPC GEM MERL and Communications teams to develop information and knowledge products that will create improved awareness and understanding of financial protection measures and the suitability for different country contexts. 	<ul style="list-style-type: none"> Contextualized knowledge products are developed to enhance resilience building. Communication products are developed for SPC and given wide dissemination. Knowledge and learning from the BSRP II Project implementation and from other resilience initiatives within DCRP shared with other GEM programmes and the Climate Change Flagship Programme. Support monitoring, evaluation and reporting against RRF developments in the Pacific and elsewhere to help inform ongoing discourse at national and regional levels. An annual report on the State of Disaster Risk Reduction Finance in the Pacific is developed, issued and regularly updated.

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):

- Regular liaison and coordination with partners and stakeholders to ensure streamlined approaches in support of national RRF priorities.
- Consistent support to the PRP Working Group on Risk Finance.
- Keeping track of regional and global developments in areas pertinent to RRF capacity development in the Pacific.
- Providing briefing papers and presentations to the required standard for the SPC GEM Management Team, SPC Senior Leadership Team, SPC Climate Change Flagship Programme donor reporting, CRGA and other regional and international fora.
- Developing and negotiating national activities across multiple Pacific Island Countries with different priorities, expectations, cultures, institutional arrangements, capacities, languages, time zones, and currencies.
- Coordinating and facilitating information exchange, networking and collaboration across multiple countries.

- Managing at times contrasting expectations of country counterparts, collaborating agencies, SPC and development partners.

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"> Donors and development partners (MFAT, DFAT, EU, GEF, GCF, UNDRR/other UN agencies, Multilateral Development Banks etc) SPC's member governments Private sector and NGOs CROP agencies Pacific Resilience Partnership (PRP) Consultants 	<ul style="list-style-type: none"> Exchange of information on areas of mutual interest. Participating in meetings and follow-up on actions agreed. Responding to requests for technical advice, information and support. Consultation and reporting Service provision and support Provision of documents Collaboration Awareness, training and capacity building
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> DCRP Deputy Director DCRP Project Managers Other DCRP staff members GEM Director, Finance, MERL and communications teams Professional staff from related SPC projects/divisions/GEM programmes (OMP and GEP) SPC Operations and Management teams, in particular, Finance, Legal (Procurement and EU PMU), HRSD, CCES etc. 	<ul style="list-style-type: none"> Receiving and providing technical information and guidance related to DRR Finance, climate change and capacity building issues. Direct liaison, consultation, and engagement. Monitoring of adherence to SPC policies and processes. Training and capacity building

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's level qualification or equivalent in Economics, Finance, Accounting, Public Financial Management, Climate Change, Disaster Risk Management, Natural Resources and/or any other relevant field 	<ul style="list-style-type: none"> Training in Disaster Risk Finance or Climate Finance.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years' experience in Climate Change and/or Disaster Risk Management or related fields of work with similar responsibilities. • Demonstrated understanding and experience of developments in Climate and Disaster Risk Reduction Finance in the Small Island Developing States. • Demonstrated understanding of the intent of the Framework for Resilient Development in the Pacific (including its attendant implementation mechanism – the Pacific Resilience Partnership) and the related policy environment at the regional and national level. • Relevant work experience in drafting work plans and progress reports, production of knowledge products etc. • Experience in supporting skilled experts/consultants and working in a multi-disciplinary team of professionals. • Experience with the development of professional reports and publications. • Proven experience in providing logistical, organisational and administrative support to senior officials and executives. • Sound analytical, research, numeric skills, and excel spreadsheet skills. • Strong communications skills with experience in the development of communication briefs and advisories using print, social and other media. • Significant experience and contextual understanding of Pacific Island countries and partners in the Pacific region. 	<ul style="list-style-type: none"> • Understanding of Disaster Risk Management agenda at the regional and global levels. • Experience with regional partner and program coordination. • Previous experience with donor financed programs. • Experience in management decision making that is systematic, rational, and consistent.

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"> • Risk Reduction Finance • Public Financial Management • Strong analytical skills, the ability to master new material quickly and the ability to present complex issues in a simple and concise manner. • High level of initiative and self-management with the ability to think laterally and identify innovative solutions. • Demonstrated ability to coordinate a group of professionals and to manage their diverse skills and abilities. • Familiarity with donor and development partner procurement practices and procedures. • High level organisational skills and ability to meet deadlines. • Excellent oral and written communication skills and the ability to positively influence others.
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	<ul style="list-style-type: none"> • Ability to set priorities successfully and working with minimal supervision. • Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies. • Experience at producing high quality work under tight deadlines.
Advanced level	<ul style="list-style-type: none"> • Demonstrates a high level of initiative with the ability to think laterally and identify innovative solutions. • Excellent organisation skills and the ability to meet deadlines. • Focused on quality in every aspect. • Positive leadership skills committed to a consultative and open work environment. • Understands and is responsive to the needs of all stakeholders. • Committed to teamwork and ability to work with a small team of professional staff.
Working knowledge	<ul style="list-style-type: none"> • Fields of work related to Disaster Risk Financing, policy formulation and advice, management of consultants, and coordination of multi-disciplinary teams of professionals. • Practical understanding of Disaster Risk and Climate Change issues and a general knowledge of the development and governance challenges facing Pacific Island countries in terms of development policy and implementation.
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies

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.