



JOB DESCRIPTION

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| Job Title: | Project Manager, Collection Innovations |
| Division/Programme and Section/Project (if any): | Statistics for Development Division |
| Location: | Noumea |
| Reporting to: | Manager Statistics Collections |
| Number of Direct Reports: | 0 staff; may manage consultants |
| Purpose of Role: | Planning, coordination and execution of projects relating to innovations in statistics collections. This includes high level strategic and technical planning and advice; day-to-day management, coordination, and oversight of operations and finances; performance and quality control; supporting monitoring, evaluation, research and learning; and reporting to SPC and donors such as the World Bank. Stakeholder engagement and relationship management as well as technical competence in statistics are critical to success in the role. |
| Date: | <i>November 2023</i> |

Organisational Context and Organisation Chart

The Statistics for Development Division (SDD) comprises 20 – 35 long term staff within the Pacific Community (SPC). Its objective is for the region to meet the outcome set out in the 2022-2030 Pacific Statistics Strategic Framework:

“Highly competent and sustainable national statistics systems that meet national and international statistics needs for evidence-based policy, planning and monitoring”

The SDD is organized in three main teams to deliver the externally-facing programs. These are:

- Statistics leadership, governance and use
- Statistics collections (including both survey and administrative data)
- Statistics infrastructure and dissemination

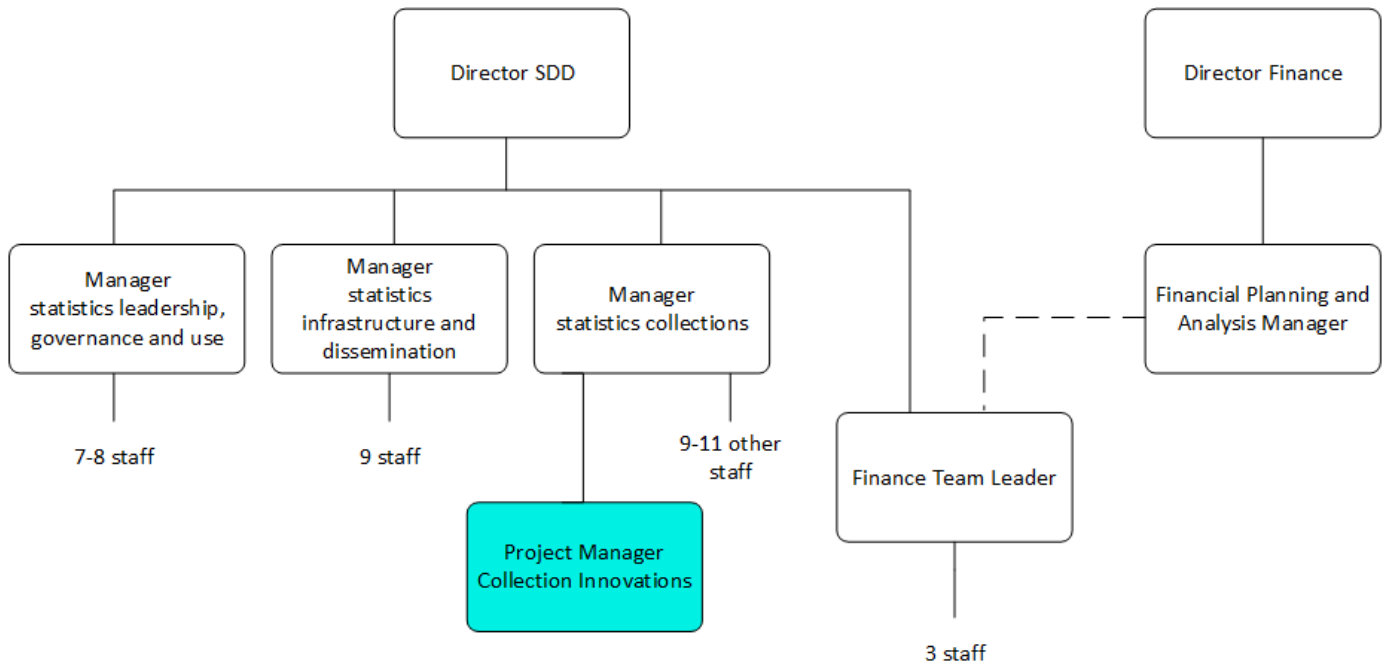
Each team is led by a manager accountable for staff and other resources to deliver results against their work program. A fourth, small team is responsible for office management, finances and administrative support. All teams work in close cooperation with each-other.

This Project Manager reports to the Manager Statistics Collections. The project/s managed will draw on resources from across the Division but particularly in the Statistics Collections team. The Project Manager will also work closely with the Finance Team Leader and their team who provide financial and administrative support including for projects.

In addition to their work program, managers are held accountable for delivery against “ways of working” objectives, which change from time to time but in late 2022 were:

- Develop a high performing Division that works as a team
- Mainstream good modern data practice
- Strengthened engagement and partnerships with donors and stakeholders
- Make the most of our resources

Statistics for Development Division organisational chart



Key Result Areas (KRAs):

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

| <i>Jobholder is accountable for</i> | <i>Jobholder is successful when</i> |
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| KRA #1 Ways of working (10%) | <ul style="list-style-type: none"> • Demonstrable contribution as an individual and team-member to the organisational or ‘ways of working’ objectives in the division business plan • Projects managed by this role contribute to divisional data modernisation • Projects managed by this role contribute to divisional teamwork and good engagement • Role contributing to improved use of resources available including financial management, procurement, and allocation of people to tasks |
| KRA #2 Project Planning and Execution (40%) | <ul style="list-style-type: none"> • Project budget, scope and schedule are managed effectively • Project issues and risks are managed effectively • Project variances and changes to plans are managed well and approved by appropriate body • Shared understanding of project success criteria is established and maintained with contributors and key stakeholders • Individuals work plans are influenced to ensure project goals and outcomes are met • Procurements are undertaken in ways that contribute to results and comply with SPC and donor policies, processes and systems • Project/s success and stakeholder satisfaction |

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| KRA #3 Monitoring, Evaluation, Reporting and Communication (15%) | <ul style="list-style-type: none"> • Project monitoring and evaluation frameworks, performance indicators and data collection methods developed and implemented in collaboration with the Strategic Planning, Monitoring and Evaluation Adviser • Monitoring of progress against performance indicators provides regular reporting for project donors and governance groups • Project achievements, lessons learned and best practices are identified, documented and shared with relevant stakeholders • Learns are documented, stored, disseminated, etc. with effective knowledge management practices. • The Project Manager facilitates effective communication and collaboration with stakeholders to establish and maintain shared understanding of project goals and to drive success • The Project Manager represents SPC in a positive manner at meetings, workshops and conferences related to the project. |
| KRA #4 Financial Management (15%) | <ul style="list-style-type: none"> • Project expenditure is managed well to ensure project activities are implemented within budget • Timely reporting on expenditure and budget variances is delivered to relevant stakeholders • Accurate and complete project budgets and financial reports are developed on time and regularly updated • Project execution is compliant with donor financial and reporting requirements • Coordination and regular communication with SPC finance and administrative staff is maintained to ensure smooth financial management of projects |
| KRA #5 Technical Leadership (20%) | <ul style="list-style-type: none"> • The forward direction of projects meets technical needs for innovation, particularly relating to statistical collection, estimation and reporting • Needs, gaps, ideas, risks and opportunities relating to innovation in statistical collections are identified and incorporated into project planning and implementation • The technical quality of activities delivered by staff and consultants is monitored and managed to ensure its high standard to the degree possible • The different technical components of projects “pull in the same direction” and are well coordinated to deliver complementary and mutually-supporting technical benefits. |

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):

Leading cross-functional teams and leveraging matrixed reporting lines to deliver project outputs
 Influencing SPC staff without having line of authority
 Communicating with and influencing a diverse range of stakeholders
 Managing multiple projects and sub-project workstreams in environments that can have a high degree of volatility, uncertainty, complexity, and ambiguity.

Functional Relationships & Relationship Skills:

| <i>Key internal and/or external contacts</i> | <i>Nature of the contact most typical</i> |
|--|---|
| Internal <ul style="list-style-type: none"> • Team • Managers, program leads, subject matter experts and project staff from other SPC divisions and integrated programs | <ul style="list-style-type: none"> • Project management, coordination, and communication |

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| <ul style="list-style-type: none"> • SPC Corporate Services teams • Executives and Senior Management | <ul style="list-style-type: none"> • Using SPC systems and processes to procure and manage services delivered by consultants and service providers |
| External | |
| <ul style="list-style-type: none"> • Heads and staff of National Statistics Offices • Heads and staff of civil registry agencies or divisions / branches, and Ministries of Health • Donors / development partners (e.g. Australian and New Zealand Foreign Affairs; World Bank) • Technical Partners (e.g. World Bank, UNFPA, UNDP, UNICEF, ABS, SNZ, PFTAC) • Contractors, consultants, and service providers | <ul style="list-style-type: none"> • Ensure projects are implemented in accordance with donors' requirements • Contract management and project delivery • Coordinate activities • Manage stakeholders • Support resource mobilisation, including development of business cases |

Level of Delegation:

Routine Expenditure Budget: responsible for the coordination, planning and prioritization of projects (up to USD 20 million over 3 – 5 years). Delegation remains with Director SDD.

Budget sign-off authority without requiring approval from direct supervisor: 50 euros.

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

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| Essential: | Desirable: |
| <ul style="list-style-type: none"> • Master's degree in project management, public sector or business administration, statistics, economics or related field; or equivalent combination of degree and work experience | <ul style="list-style-type: none"> • Current certification as a Project Management Professional or similar • Current certification as a professional statistician |

Knowledge/Experience

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| Essential: | Desirable: |
| <ul style="list-style-type: none"> • At least 10 years of relevant experience in project management, preferably in the development sector • 5 years of experience in a data or statistics related field • Knowledge of official statistics production principles and processes • Experience in monitoring and evaluation, including the development and use of theories of change, logical frameworks, performance indicators, monitoring and reporting against progress, and facilitating reflection, learning and adaptation with project stakeholders • English language written and spoken communication | <ul style="list-style-type: none"> • Working in a developing country environment, preferably in the Pacific Island region • Experience with modern project management software and tools in different organisational and project contexts • Experience leading significant innovations in data or statistical production processes • French language written and spoken communication |

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"> • Ability to plan, implement, and monitor complex projects, including budget management and reporting • Different project management methodologies and the appropriate contexts in which these methods can be employed • Managing the quality of others' work in statistics and data field |
| Advanced level | <ul style="list-style-type: none"> • Assess statistical and data systems and processes and identify and lead innovations • Ability to build and manage relationships with diverse stakeholders • Writing, presentation and communication skills • Understanding of operating environments of Pacific Island statistical agencies • Strategic influencing and stakeholder engagement • Communication and professional networking skills |
| Working knowledge | <ul style="list-style-type: none"> • Consultant procurement and management • International statistical systems and development challenges • Role of statistics in achieving the Sustainable Development Goals (SDGs) |
| Awareness | <ul style="list-style-type: none"> • SPC rules, policies and procedures • Cultural sensitivities and communication protocols across diverse regions and countries. • The importance of gender equality, social inclusion, and human rights in statistical developments. |

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

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.