



JOB DESCRIPTION

Job Title:	Senior Hydrogeologist
Division/Programme and Section/Project:	GEM/DCRP/Water and Sanitation
Location:	Suva, Fiji
Reporting to:	Water Resources Assessment and Monitoring Coordinator
Number of Direct Reports:	3-4
Purpose of Role:	<p>The Senior Hydrogeologist supports the Pacific Community and member countries through technical leadership as well as project development, management, and implementation. The Senior Hydrogeologist aids in the identification, and sustainable development and management of water resources across the Pacific region.</p> <p>The Senior Hydrogeologist will draw upon a combination of scientific expertise, project management skills, capacity building, and stakeholder engagement to ensure the development and implementation of projects associated with the assessment, development, and protection of groundwater resources. The primary focus is on utilizing his/her advanced knowledge of groundwater systems in the Pacific to design, develop and implement projects to further the understanding of groundwater systems, and sustainable development, management and protection of these freshwater resources.</p> <p>Core responsibilities of the Senior Hydrogeologist includes delivering of high-quality technical advice, development of SPC and member country capacity, promotion of gender equity and social inclusion, resource mobilization, and the successful and timely delivery of projects and project activities to Pacific Countries. Additional responsibilities include networking, education and fostering collaborative partnerships in the Pacific region.</p>
Date:	March 2024

Organizational Context and Organization Chart

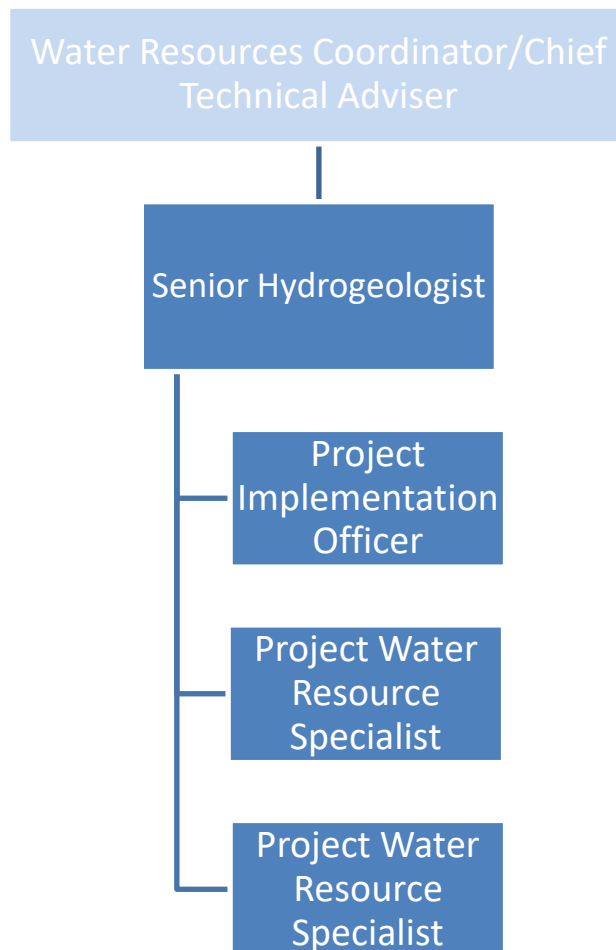
The **Geosciences, Energy and Maritime (GEM)** Division of SPC is comprised of three programmes and one Programming Performance and Systems Unit. The three programmes are: i) Oceans and Maritime (ii) Georesources and Energy; and iii) Disaster and Community Resilience.

The **Disaster and Community Resilience Programme (DCRP)** works with SPC's member countries and territories to support sustainable development outcomes through evidence-based action & partnerships for resilience. In support of this, the DCRP manages a large portfolio of disaster risk reduction, climate change adaptation and water and sanitation projects at the regional and sub-regional levels.

The Senior Hydrogeologist position will be responsible for technical and project management of the implementation of water projects and support additional project and programmatic approaches being undertaken by SPC and provide a management and mentoring capacity for 2-3 technical staff.

Projects that the Senior Hydrogeologist may include but not limited to:

- **Enhancing water-food security and climate resilience in volcanic island countries of the Pacific Project**, implemented in Fiji, Solomon Islands and Vanuatu. The goal of the project is to enhance water and food security and climate resilience, sustain ecosystem services, and relieve pressure on over-exploited coastal aquifers by expanding and assessing the role of volcanic aquifers and by introducing sound groundwater governance frameworks in selected volcanic island states of the Pacific.
- **“Managing Coastal Aquifers Project” (MCA Project)** implemented in, Marshall Islands, Palau and Tuvalu. Funded through Global Environment Facility (GEF) and in partnership with UNDP the Project will improve the understanding, use, management, and protection of coastal aquifers towards enhanced water security, including in the context of a changing climate. The Project commenced in November 2020.
- The **“Managing Water Scarcity through Strengthened Water Resources Management Project” or “Water Scarcity Project”** (implemented in eight Pacific countries, including the Cook Islands, Kiribati, Marshall Islands, Nauru, Niue, Tonga, Tokelau, and Tuvalu. Funded by the New Zealand Ministry of Foreign Affairs and Trade, the Project is assisting these countries to implement practical measures to build the skills, systems, and basic infrastructure to better anticipate, respond to, and withstand the impacts of drought. The Project commenced in July 2020.
- Other projects the role may support includes but not limited to the Institute of Climate Initiative (IKI) funded **PacFresh project** implemented in Papua New Guinea and Solomon Islands.



Key Result Areas (KRAs):

The position of the **Senior Hydrogeologist** encompasses the following major functions or Key Result Areas:

1. **Technical advice and support** for projects being implemented by SPC, or components of projects being delivered by SPC for member countries and stakeholders, including development and implementation of water resources assessment, monitoring and management activities, and training and capacity initiatives across projects.
2. **Project Management** support to Water Resources Coordinator, Chief Technical Adviser, to ensure efficient, effective implementation of project activities, including but not restricted to budget development, financial and narrative reporting, and preparation and development and management of procurements.
3. **Networking and Communications** to foster improved awareness and understanding of water resources and strengthen water security needs within the Pacific. Build and strengthen relationships with partners, member countries, and stakeholders, resulting in improved delivery of project, national and regional water resource initiatives, and resource mobilisation for improved water security, community resilience, freshwater resource protection, management, and sustainability. Promote communication media which is effective in the delivery of messaging across a range of audiences.
4. **Capacity Building** of SPC, country, and community counterparts across all aspects of water resource assessment, monitoring, analysis, protection, and management; including development and support of community engagement and people centered approaches to promote awareness and understanding of water resources, and sustainability of project and national and regional initiatives. Design and implementation of people centered approach to training programs in hydrogeology, geophysics, data analysis, technical reporting, and community engagement skills for SPC and member country counterparts.
5. **Provision of high-quality technical, administrative, and financial reporting** to ensure high quality technical reports, and reporting for project and programme outputs are communicated efficiently and in a timely manner, and SPC's appropriate technical and reporting standards are maintained.
6. **Resource mobilization** to ensure that resources for regional and member country needs for water resource assessment, monitoring, development, protection, and management can be sourced and meet needs for identified national, regional, and global initiatives, outcomes and goals.

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 Technical advice and support (15% weight)</p> <ul style="list-style-type: none"> • Provide high quality technical advice and support on water resource assessment, development, management and protection, and project implementation needs at the national and regional levels. • Identify training and capacity needs of SPC and member countries and develop initiatives to address them. 	<ul style="list-style-type: none"> • Timely provision of high-quality technical report and advice within SPC and to member countries highlighting apt solutions and actions that address government and regional needs • SPC team members and other divisions, country members/counterparts and other key stakeholders' technical capacities are strengthened and maintained to undertake water resources assessment and provide appropriate advice. • Identify novel, practical, affordable approaches for enhancing capacity needs of SPC and member counties that can be delivered in a sustained way.

<p>KRA#2 Project Management (40% weight)</p> <ul style="list-style-type: none"> • Support for implementation and management of projects including budget development, financial and narrative reporting, and preparation and management of procurements. • Ensure administrative and procurement procedures are undertaken in accordance with SPC and project protocols and requirements. • Preparation of contracts and TOR's for development and delivery of project activities in accordance with SPC protocols 	<ul style="list-style-type: none"> • Project budgets, and financial and narrative reporting are prepared in accordance SPC and project requirements to meet time and quality requirements. • Administrative and procurement requirements for projects are developed in timely manner to SPC requirements to ensure timely and successful procurements and efficient delivery of SPC administration systems. • Technical officers and team members workplan prepared, supported, and monitored.
<p>KRA#3 Networking and Communications (10% weight)</p> <ul style="list-style-type: none"> • Promoting and developing relationships with member country counterparts, partners, and stakeholders resulting in improved delivery of project, national and regional water resource initiatives, and resource mobilization, for improved water security, community resilience, freshwater resource protection, management, and sustainability. • Ensure accurate, audience focused sensitive water resource information is accessible and available to a wide variety of relevant stakeholders. 	<ul style="list-style-type: none"> • Countries, research organisations, regional and international organisations are aware of SPC's vision and efforts in water security and climate change adaptation. • Member country water resource, management, and protection needs are elevated in member countries and regionally. • Water resources information is archived, regularly updated, and packaged in an easily accessible format suitable for a wide range of audiences in member countries and regionally. • Water resource information provided to stakeholders is utilised in member countries for water resource assessment, management and protection needs.
<p>KRA#4 Capacity Building (20% weight)</p> <ul style="list-style-type: none"> • Actively support and encourage the development of capacity building to strengthen the long-term capacity of SPC and country counterparts in water resources assessment, monitoring, protection, and resource management, as well as community engagement techniques, people centered approaches and project management through on-the-job training and specially designed training. • Design, develop and implement training programs in hydrogeology, geophysics, data analysis, technical reporting, and community engagement skills 	<ul style="list-style-type: none"> • Support and coordinate integrated water resources assessment, training and monitoring to improve water security and reduce climate change disaster impacts. • Capacity and knowledge within key government authorities and vulnerable communities, in water resources assessment, monitoring, community engagement and PCA is demonstrable improved through developed initiatives with SPC and within member country stakeholders. • Training programs are developed in a structured approach which needs of the member countries and SPC can be delivered by others.
<p>KRA#5 Provision of high-quality technical, administrative, and financial reporting (10% weight)</p>	<ul style="list-style-type: none"> • High quality technical, administrative, and financial reports are prepared in a timely manner which efficiently

<ul style="list-style-type: none"> High quality reporting provided on time to meet project and country needs. 	<p>meet the needs of SPC, projects, and member countries.</p> <ul style="list-style-type: none"> Oversight provided to direct reports in development of technical, administrative, and financial reports result in timely and high-quality accurate reports which meet the needs of SPC, projects, and member countries.
<p>KRA#6 Resource Mobilisation (15% weight)</p> <ul style="list-style-type: none"> Identifying and developing resource mobilization opportunities to address member country and SPC needs at National and regional level. 	<ul style="list-style-type: none"> New and impact-based opportunities identified and pursued that focus on water-food security and climate change adaptation and other identified member country needs. Partnerships with development agencies explored, established, and strengthened to promote resourcing of member country and SPC needs and initiatives. Resources for new initiatives (project and programmatic) are mobilized for member countries and region.

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):

- Multi-tasking in a complex multi stakeholder environment
- High workloads requiring prioritization in an often-intense environment for time and attention.
- Ensuring technical advice is relevant and appropriate to diverse needs of project and country requirements.
- Project timelines are met

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"> CROP agencies, UN agencies, member country counterparts Partners, donors, external technical practitioners. 	<ul style="list-style-type: none"> Ensure that project objectives are being progressed. Technical support Promotion of regional strategies and initiatives Developing and maintaining professional relationships with other technical practitioners. Developing opportunities for future collaboration activities
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> Technical and project staff within other programme areas of SPC Division 	<ul style="list-style-type: none"> Develop linkages with other projects and activities, coordinate these actions for the benefit of projects and countries. Provide strategic advice on project activities, and regional initiatives.

<ul style="list-style-type: none"> • SPC Divisional service providers, HR, procurement, finance, travel • Technical staff in other SPC Division's eg statistics, LRD, Health, CCES, etc • DCRP senior management, • DCRP Water resources and water governance unit staff 	<ul style="list-style-type: none"> ▪ Reporting on the technical and management issues with SPC managers. ▪ Technical support with other professional staff.
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Level of Delegation:

Routine Expenditure Budget: 300,000€

Budget Sign off Authority without requiring approval from direct supervisor: 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

<p>Essential:</p> <ul style="list-style-type: none"> ▪ A Master of Science degree (MSc) with a specialization in a relevant field such as hydrogeology, or water resources engineering. 	<p>Desirable:</p> <ul style="list-style-type: none"> ▪ PhD ▪ Qualifications and/or equivalent work experience) in one or more of the following fields: natural resource management, community engagement, water supply/sanitation engineering
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Knowledge/Experience

<p>Essential:</p> <ul style="list-style-type: none"> ▪ At least 10 years of experience in water resource assessment and monitoring. ▪ At least 8 years demonstrated project management and organizational skills experience ▪ Experienced in the application of hydrological data and databases to develop information products. ▪ Demonstrated experience in the use and application of QGIS. ▪ Demonstrated experience in groundwater management. ▪ Excellent communication and report writing skills. ▪ Demonstrated experience of working and managing projects in remote locations. ▪ Demonstrated experience in Community engagement. ▪ Knowledge of Gender Equity and Social Inclusion, (GESI), and People Centred Approaches (PCA) in delivery of projects. 	<p>Desirable:</p> <ul style="list-style-type: none"> ▪ Demonstrated experience in the use and application of groundwater modelling, ▪ Experience in hydro-chemistry ▪ Demonstrated experience of working in water and sanitation in Pacific Island environments ▪ Development of drought management strategies ▪ Demonstrated financial management experience. ▪ Demonstrated experience in the application, design, analysis and interpretation of geophysics for groundwater assessments. ▪ Demonstrated experience in Community Based approaches for water resource monitoring and management. ▪ WASH in emergency situations
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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"> • Water resource monitoring and assessment in island settings • Advanced technical reporting skills • Advanced data analysis skills • Project management skills • Geophysics suitable for groundwater assessment
Advanced level	<ul style="list-style-type: none"> • Hydrological data management • Analysis of climate information • Computer skills including data handling and the use of word processing, spreadsheet and database applications with Microsoft Word, Excel, PowerPoint • Skills and toolkits associated with effective community consultation and outreach, and GESI. • Skills and experience in the development, implementation, and sustainability of community-based monitoring • Water and sanitation needs in developing countries in particular Pacific Island countries
Working knowledge	<ul style="list-style-type: none"> • Design and construction of sustainable water abstraction technologies suitable for remote locations • WASH in emergency situations • Alternative water and sanitation options applicable in the Pacific such as RWH, desalination. • Application of identifying and applying traditional knowledge approaches in developing water resource management applicable for island needs. • Understands SPC's role in Pacific Island's development and resource management. • Aware of international and Pacific regional initiatives in disaster resilience and water resources management. • Awareness of Pacific Island cultures and range of challenges in the regional, national and local scales
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
- Physically fit
- The ability to work unsupervised
- Clear and effective communicator

- Good leadership and supervisory skills.
- Highly motivated and strong affinity to teamwork

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.