



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Hydrologist
<b>Division/Programme and Section:</b>	GEM/DCRP/Water and Sanitation
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Water Resources Monitoring and Assessment Coordinator
<b>Number of Direct Reports:</b>	2
<b>Purpose of Role:</b>	<p>The Senior Hydrologist supports the Pacific Community and member countries through technical leadership as well as project development, management, and implementation. The Senior Hydrologist will provide advice to support sustainable development and management of surface water resources and flood early warning systems across the Pacific region.</p> <p>The Senior Hydrologist 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 support for countries to respond to flood early warning and other surface water hydrologic needs. The primary focus is on utilizing his/her advanced knowledge of surface water hydrology and flood early warning in the Pacific to design, develop and implement projects to further the understanding of flood early warning systems, and sustainable development, management and protection of surface water resources. Core responsibilities of the Senior Hydrologist 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>
<b>Date:</b>	July 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.

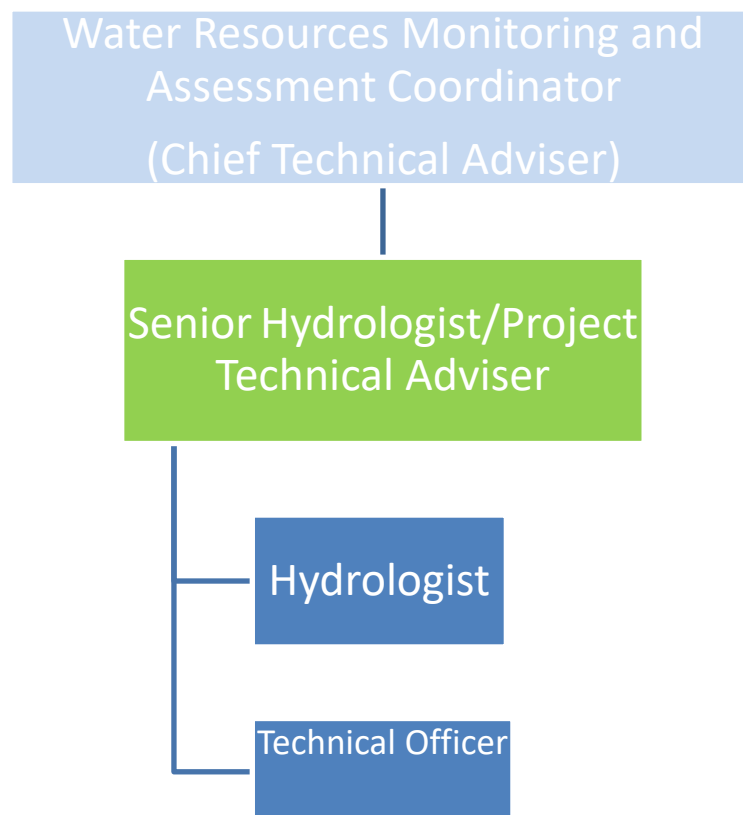
The Senior Hydrologist position will be responsible for technical and project management of the implementation of hydrological and flood early warning projects, and additional project and programmatic approaches being undertaken by SPC and provide a management and mentoring capacity for 2 technical staff.

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

Supporting Surface Water hydrology capacity in the Pacific. The overarching purpose of the project is to increase climate resilience and strengthen Disaster Risk Reduction (DRR) systems in Pacific Island Countries through increased hydrological capacity and enhanced performance of flood early warning systems and support the Framework for Resilient Development in the Pacific, and the Sendai framework for DRR. An output of the project will include the improvement of flash flood EWS in two catchments, development of a hydrology strategy for the region to support a broader programme of hydrological support to build surface water hydrological capacity and systems to address flash flooding and other hydrological needs in the Pacific and address the needs identified by countries.

Support for regional initiatives including:

- Hydrological database review – Activity under COSPPac to review options for the archiving and analysis of hydrological data to support countries with their data hydrologic data needs.
- Weather Ready Pacific – inclusion of hydrological support in the 10-year WRP Programme
- Other WMO initiatives including EWS – F, FFGS (Flash Flood Guidance System); GCF concept on HYDROSOS



#### Key Result Areas (KRAs):

The position of the **Senior Hydrologist** 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 Flood Early Warning, and hydrological data 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, flood early warning systems. 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 flood early warning and hydrological database management and analysis; development and support of community engagement and people centered approaches to promote awareness and understanding of flood early warning and hydrological data analysis, and sustainability of project and national and regional initiatives. Design and implementation of people centered approach to training programs in hydrology, 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 flood early warning, surface water resource 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***

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>KRA 1: Technical advice and support (20%)</b></p> <ul style="list-style-type: none"> <li>• Provide high quality technical advice and support on Flood Early Warning, development, management and protection, of surface water resources and project implementation needs at the national and regional levels.</li> <li>• Identify training and capacity needs of SPC and member countries and develop initiatives to address them.</li> </ul>	<ul style="list-style-type: none"> <li>• Member countries and SPC are able to demonstrate improvements in hydrological monitoring of surface water.</li> <li>• Flash flood Early Warning Systems are strengthened, adopted and sustained by countries for long-term use</li> <li>• Surface water resource data sets and information needs improved and with greater accessibility</li> <li>• Technical and administrative requirements of projects are delivered as agreed and within time to a standard which meets expectations of SPC, and project partners</li> </ul>
<p><b>KRA 2: Project Management (25%)</b></p> <ul style="list-style-type: none"> <li>• Support for implementation and management of projects including budget development, financial and narrative reporting, and preparation and management of procurements.</li> <li>• Ensure administrative and procurement procedures are undertaken in accordance with SPC and project protocols and requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Project budgets, and financial and narrative reporting are prepared in accordance SPC and project requirements to meet time and quality requirements.</li> <li>• 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.</li> </ul>

<ul style="list-style-type: none"> <li>Preparation of contracts and TOR's for development and delivery of project activities in accordance with SPC protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Technical officers and team members workplan prepared, supported, and monitored.</li> </ul>
<p><b>KRA 3: Networking and Communications (15%)</b></p> <ul style="list-style-type: none"> <li>Promoting and developing relationships with member country counterparts, partners, and stakeholders resulting in improved delivery of project, national and regional initiatives for flood early warning, and resource mobilization, for improved flood early warning, community resilience, water resource protection, management, and sustainability.</li> <li>Ensure accurate, audience focused sensitive hydrological information is accessible and available to a wide variety of relevant stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Countries, research organisations, regional and international organisations are aware of SPC's vision and efforts in flood early warning and hydrological data support.</li> <li>Member country flood early warning needs are elevated in member countries and regionally.</li> <li>Relationships are cultivated resulting in long term effective communications with country counterparts and other stakeholders to the mutual benefit of all.</li> <li>Hydrological data is archived, regularly updated, and packaged in an easily accessible format suitable for a wide range of audiences in member countries and regionally.</li> <li>Hydrological information provided to stakeholders is utilised in member countries for improved flood early warning needs.</li> </ul>
<p><b>KRA 4: Capacity Building (20%)</b></p> <ul style="list-style-type: none"> <li>Actively support and encourage the development of capacity building to strengthen the long-term capacity of SPC and country counterparts in water resources and flood early warning, as well as community engagement techniques, people centered approaches and project management through on-the-job training and specially designed training.</li> <li>Design, develop and implement training programs in hydrology, data analysis, technical reporting, and community engagement skills.</li> </ul>	<ul style="list-style-type: none"> <li>Support and coordinate integrated training and monitoring to improve flood early warning hydrology and reduce climate change disaster impacts.</li> <li>Capacity and knowledge within key government authorities and vulnerable communities, in flood early warning, community engagement, and PCA is demonstrable improved through developed initiatives with SPC and within member country stakeholders.</li> <li>Training programs are developed in a structured approach which needs of the member countries and SPC can be delivered by others.</li> </ul>
<p><b>KRA 5: Provision of high-quality technical, administrative, and financial reporting (10%)</b></p> <ul style="list-style-type: none"> <li>High quality reporting provided on time to meet project and country needs.</li> </ul>	<ul style="list-style-type: none"> <li>High quality technical, administrative, and financial reports are prepared in a timely manner which efficiently meet the needs of SPC, projects, and member countries.</li> <li>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.</li> </ul>
<p><b>KRA#6 Resource Mobilisation (10%)</b></p> <ul style="list-style-type: none"> <li>Identifying and developing resource mobilization opportunities to address member country and SPC needs at National and regional level.</li> </ul>	<ul style="list-style-type: none"> <li>New and impact-based opportunities identified and pursued that focus on flood early warning hydrology and other identified member country needs.</li> <li>Partnerships with development agencies explored, established, and strengthened to</li> </ul>

	<p>promote resourcing of member country and SPC needs and initiatives.</p> <ul style="list-style-type: none"> <li>Resources for new initiatives (project and programmatic) are mobilized for member countries and region.</li> </ul>
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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><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>CROP agencies, UN agencies, member country counterparts</li> <li>Partners, donors, external technical practitioners.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that project objectives are being progressed.</li> <li>Technical support</li> <li>Promotion of regional strategies and initiatives</li> <li>Developing and maintaining professional relationships with other technical practitioners.</li> <li>Developing opportunities for future collaboration activities</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>Technical and project staff within other programme areas of SPC Division</li> <li>SPC Divisional service providers, HR, procurement, finance, travel</li> <li>Technical staff in other SPC Division's eg statistics, LRD, Health, CCES, etc</li> <li>DCRP senior management,</li> <li>DCRP Water resources and water governance unit staff</li> </ul>	<ul style="list-style-type: none"> <li>Develop linkages with other projects and activities, coordinate these actions for the benefit of projects and countries.</li> <li>Provide strategic advice on project activities, and regional initiatives.</li> <li>Reporting on the technical and management issues with SPC managers.</li> <li>Technical support with other professional staff.</li> </ul>

**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

Essential:	Desirable:
<ul style="list-style-type: none"> <li>▪ A master of science degree (MSc) with a specialization in a relevant field such as hydrology, or water resources engineering.</li> </ul>	<ul style="list-style-type: none"> <li>▪ PhD</li> <li>▪ Qualifications and/or equivalent work experience) in one or more of the following fields: natural resource management, community engagement, hydrological modelling, water engineering; emergency management</li> </ul>

## Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>▪ At least 10 years of experience in surface water hydrology and demonstrated experience with communities and complex project activities.</li> <li>▪ At least 8 years demonstrated project management and organizational skills experience.</li> <li>▪ Experienced in the application of hydrological data and databases to develop information products.</li> <li>▪ Demonstrated experience in the use and application of QGIS.</li> <li>▪ Demonstrated experience of hydrologic and hydraulic modelling.</li> <li>▪ Excellent communication and report writing skills.</li> <li>▪ Demonstrated experience of working and managing projects in remote locations.</li> <li>▪ Demonstrated experience in Community engagement.</li> <li>▪ Knowledge of Gender Equity and Social Inclusion, (GESI), and People Centred Approaches (PCA) in delivery of projects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of disaster risk management and climate change adaptation across the Pacific.</li> <li>▪ Knowledge in community engagement approaches</li> <li>▪ Experienced in the application of hydrological data to develop information products for flash flood EWS</li> <li>▪ Knowledge in Pacific Islands Flash Flood challenges</li> </ul>

## 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"> <li>▪ Planning and organizational skills and delivering to tight schedules and deadlines.</li> <li>▪ Prioritization and time management</li> <li>▪ Analytical and problem-solving skills</li> </ul>
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Advanced level	<ul style="list-style-type: none"> <li>▪ Advanced knowledge and experience in surface water hydrology and flash flooding in Pacific Island settings</li> <li>▪ Communicating complex concepts to a range of different stakeholders. Effective communicator and team player</li> <li>▪ Hydrological data management</li> <li>▪ Advanced data analysis skills</li> <li>▪ Advanced technical reporting skills</li> <li>▪ Analysis of climate information</li> <li>▪ Computer skills including data handling and the use of word processing, spreadsheet and database applications with Microsoft Word, Excel, PowerPoint</li> <li>▪ Effective Early Warning Systems messaging information and information products.</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>▪ Design and construction of surface water monitoring installations suitable for remote locations</li> <li>▪ Flash flood needs in Pacific Island countries</li> <li>▪ Human rights, GESI and PCA principles</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>▪ Pacific Islands culture</li> <li>▪ Ability to deal with confidential information in a professional manner</li> </ul>

### 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
- 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.