

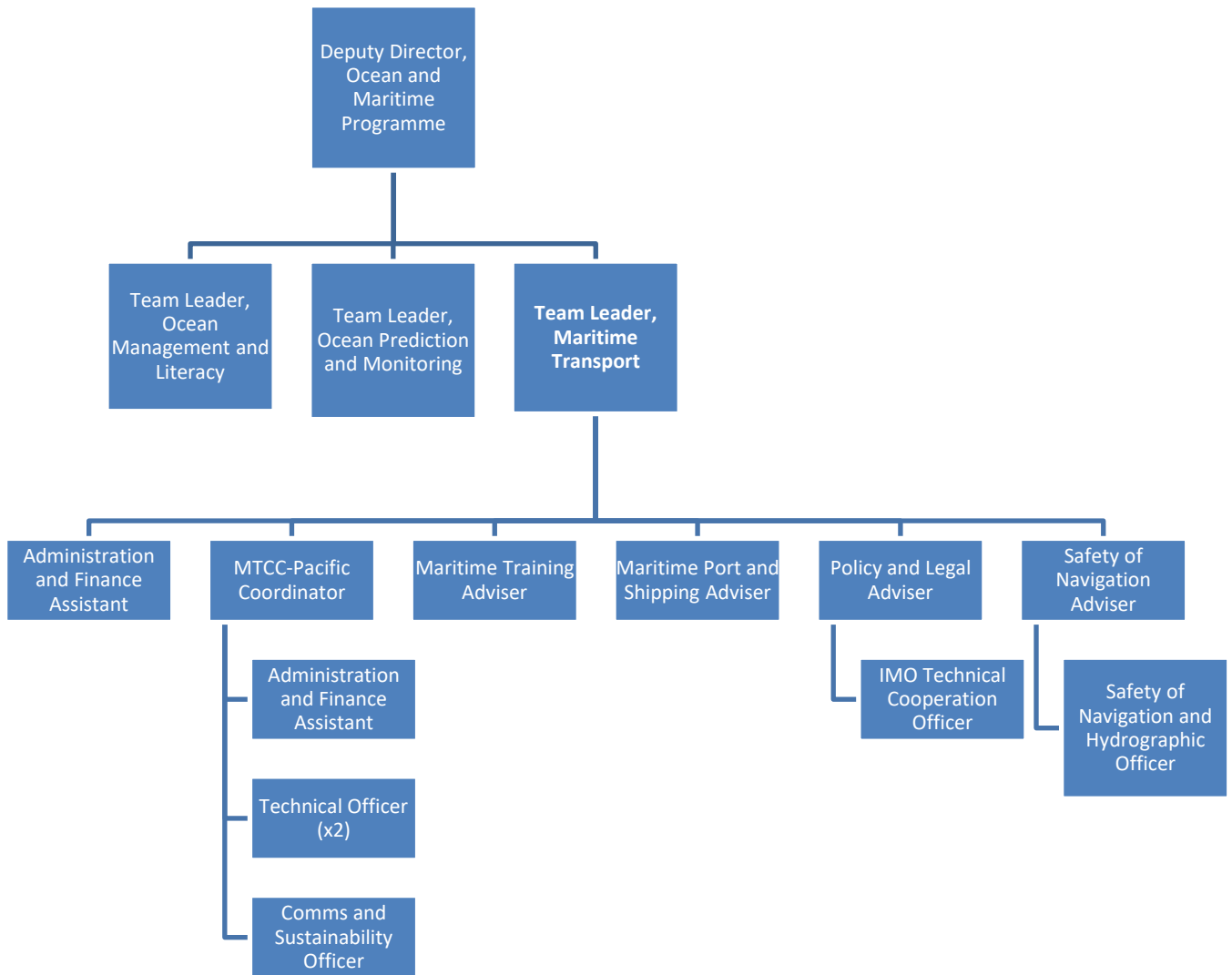


JOB DESCRIPTION

Job Title:	Team Leader, Maritime Transport
Division/Programme and Section/Project (if any):	GEM Division, Ocean and Maritime Programme
Location:	Suva
Reporting to:	Deputy Director, Ocean and Maritime Programme
Number of Direct Reports:	6 or more direct reports
Purpose of Role:	The purpose of the Team Leader for Maritime Transport is to lead and manage the maritime development advice and support, resource mobilisation, project management and supervision, and team leadership and development within SPC's Ocean and Maritime Programme. The role involves implementing solutions and strategies in the functional area of sustainable maritime transport, managing the performance of specialists, and ensuring projects are completed within budget and on schedule. The job also requires strong interpersonal skills to resolve complex issues, and substantial technical and managerial expertise at degree level and beyond.
Date:	April 2023

Organizational Context and Organization Chart

The Geosciences, Energy and Maritime (GEM) Division of SPC is comprised of three programmes. The three programmes are: i) Oceans and Maritime; ii) Georesources and Energy; and iii) Disaster and Community Resilience. The Oceans and Maritime Programme aims to support a resilient Blue Pacific economy, through integrated ocean management, enhanced ocean services and early warning capacity, and a thriving maritime sector. OMP supports Pacific island governments to make informed decisions and policies based on the best available science. OMP's work is underpinned by innovation, capacity building, transfer of marine technology, and ocean literacy.



SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century, and work together with our members and achieve impact for Pacific people. They support a transformation in our institutional effectiveness as part of SPC’s Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific.

The threat of climate change demands SPC take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach of climate change, through a Climate Change Flagship Programme (CCFP). This flagship seeks to enhance climate change services and capability in a more wholistic, strategic, and cohesive way.

The CCFP 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: “Resilience and Climate Action” which is at the centre of the new SPC Strategic Plan and should also 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 and Environmental Sustainability Programme (CCES) is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC are also contributing.

The CCFP will be informed by SPC's Strategic Plan, 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.

Key Result Areas (KRAs):

Key Result Area 1: Maritime Development Advice and Support

Key Result Area 2: Resource Mobilisation

Key Result Area 3: Project Management and Supervision

Key Result Area 4: Team Leadership and Development

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

Jobholder is accountable for	Jobholder is successful when
<p>Key Result Area 1: Maritime Development Advice and Support (30% weight)</p> <ul style="list-style-type: none"> • Developing and implementing a comprehensive strategy for the maritime transport development of SPC member countries, in collaboration with partners and relevant stakeholders. • Assessing the needs for and providing expert advice on domestic ship safety, safe navigation, regulations, ports, including decarbonization of the sector. • Leading and managing the regional efforts to improve the governance of the maritime sector in Pacific Islands Countries. • Maintaining close liaison and coordination with international, regional, and national entities to ensure effective implementation of SPC's programmes in the maritime transport sector. • Coordinating, preparing technical documents, briefs and strategic papers, and delivering presentations for SPC management and official meetings. 	<ul style="list-style-type: none"> • Sustainable maritime transport and safe navigation projects and initiatives are successfully developed and implemented with a focus on domestic shipping and ports. • Capacity development needs are identified and delivered in collaboration with international and regional partners to support the growth and development of the maritime sector in the Pacific region. • Cross-programme activities within SPC and regionally with CROPs and IGOs are strengthened, leading to improved coordination and cooperation between different stakeholders. • Memorandums of Understanding (MoUs), agreements, partnerships, and strategies/frameworks are established to facilitate close cooperation with external parties and the strategic direction of the sector. • The regional auditing system for SPC and member countries are effectively managed and aligned with auditing standards. • Regional meetings, workshops, and seminars are organized and delivered at the expected level, providing relevant and useful information to stakeholders.
<p>Key Result Area 2: Resource Mobilisation (25% weight)</p> <ul style="list-style-type: none"> • Identify potential sources of funding for sustainable maritime transport and safe navigation in the Pacific, drawing from relevant national, regional, and international documents. • Engage with line ministries, sector specialists, and government focal points to 	<ul style="list-style-type: none"> • A comprehensive strategy for resource mobilization is developed and successfully implemented. • Funding proposals are developed and submitted in a timely and effective manner, resulting in successful project implementation.

<p>identify national priorities for accessing funding and opportunities for collaboration.</p> <ul style="list-style-type: none"> • Develop and implement strategies to mobilize resources, including the development and submission of funding proposals. • Provide technical input and advice to ensure successful implementation of funded projects. • Develop and maintain relationships with donors and other stakeholders to facilitate the mobilization of resources and the effective implementation of projects. 	<ul style="list-style-type: none"> • Positive feedback is received from donors and stakeholders on the level of engagement and quality of technical input. • Successful partnerships with donors and other stakeholders are established and maintained, resulting in sustainable and effective resource mobilization for the maritime transport sector, including climate financing.
<p>Key Result Area 3: Project Management and Supervision (30% weight)</p> <ul style="list-style-type: none"> • Initiate, lead and manage the implementation of projects and the Pacific Maritime Technology and Cooperation Centre (MTCC-Pacific) related to maritime development and transport in SPC member countries. • Provide technical guidance and support to projects, including planning, directing and resolving operational or technical problems. • Ensure that technical best practices are incorporated into project implementation and service delivery, and monitor the effectiveness of such practices. • Manage project budgets and deliverables, ensuring that project outputs are maximized and impacts are evaluated. • Prepare and submit financial and narrative reports to donors and clients in a timely manner. • Prepare briefs and presentations for meetings, conferences and workshops on project activities and outputs. • Prepare technical reports, charts, metadata, workshops and other project deliverables in coordination with team members 	<ul style="list-style-type: none"> • Projects are completed within budget, on schedule, and meet high-quality standards. • Donor and stakeholder feedback is positive and demonstrates satisfaction with project outcomes and impacts. • Management and reporting standards and requirements are adhered to and met. • The program's Monitoring and Evaluation reports positive outcomes on functional areas related to sustainable maritime development and transport in the Pacific region.
<p>Key Result Area 4: Team Leadership and Development (15% weight)</p> <ul style="list-style-type: none"> • Provide leadership, guidance, and support to the Maritime Transport team to ensure that they are motivated, productive, and deliver high-quality results • Develop and maintain a culture of learning and continuous improvement within the team • Mediate between team members to resolve complex and contentious issues and foster a 	<ul style="list-style-type: none"> • The Maritime Transport team is motivated, productive, and deliver high-quality results • The team has a strong culture of learning and continuous improvement, and individuals are supported to develop their skills and careers within SPC. • The team is competent, motivated, performing efficiently and effectively, and has a strong culture of learning and continuous improvement • Positive feedback is received from staff through the performance development system.

<p>positive and collaborative team environment.</p> <ul style="list-style-type: none"> • Identify and organise capacity development activities for staff and stakeholders, and facilitate opportunities for staff training and career development. • Build and maintain strong and effective relationships with internal and external stakeholders. • Ensure compliance with SPC policies and procedures, and promote ethical and professional conduct among team members. 	<ul style="list-style-type: none"> • Staff training and career development opportunities are utilised by staff. • Strong and positive relationships are maintained with stakeholders, both internal and external. • Compliance with SPC policies and procedures is ensured.
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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):

<ul style="list-style-type: none"> • When directed, act as Officer-in-Charge during the absence of the Deputy Director • Organise and convene regional meetings of heads of administration, officials, and ministers, including the chairing of officials’ meetings • Manage multiple projects and/or lead separate work components concurrently • Undertake extensive travel within the region that has many health hazards, non-potable water supplies, poor sanitary facilities, and unreliable transport links. • Manage and co-ordinate technical support activities of a multidisciplinary team in multiple remote locations and for extended periods • Mediate and resolve contentious issues

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"> • Regional bodies competent in maritime affairs including maritime transport (domestic shipping and ports) and safety of navigation (Search and Rescue, Aids to Navigation, Maritime Safety Information, Hydrography) • Staff of Development Partners, e.g. IMO, ILO, IALA, IHO, ADB, World Bank, etc. Maritime Training Institutes and Universities • International partner organisations such as New Zealand MFAT, Australia DFAT, IFAN, and EU 	<ul style="list-style-type: none"> • Keep members and chair of regional bodies abreast of maritime development in the Pacific and SPC activities • Make interventions at meetings at international, regional and national level • Seek information on priority areas for programming workplan • Explain and provide advice on technical services and deliver project results • Liaise with and influence decision making on funding opportunities • Collaborate on proposal and report writing activities

<ul style="list-style-type: none"> • Regional CROP agencies such as USP, SPREP, and PIFS, as well as the Marine Sector Working Group (MSWG). • Government agencies and government departments, e.g. transport, energy, infrastructure ministries • Semi-commercial entities such as government shipping services and ports authorities • Commercial operators such as domestic ship operators, international shipping companies and ship maintenance suppliers 	
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Division Senior Management Team • Programme DD, and Team Leader colleagues • Staff of relevant SPC Programmes, including those under the relevant flagships, e.g. food security, climate change, and ocean • Procurement Office, Human Resources, Finance at SPC 	<ul style="list-style-type: none"> • Liaising on current projects and collaboration on upcoming surveys to share resources (e.g. equipment and staff), and increase effectiveness of in-country activities at Programme and Division level • Discuss and resolve technical and equipment problems • Give and receive information on regional maritime transport activities and projects and strategies • Collaborate on proposal writing and project implementation, as well as service delivery • Identify and process recruitment, procurement, travel, contract, etc., requests

Level of Delegation:

Routine Expenditure Budget: approx. EUR 1-2 million per year

Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • MSc degree related to maritime transport, engineering, business administration, or Foreign-Going Master Class 1 with progressive experience 	<ul style="list-style-type: none"> • Maritime qualifications from a recognized maritime university or maritime training provider • Safety management systems and maritime auditor qualifications • Project management certificate

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least ten years of experience in the maritime industry or related fields, with a focus on sustainable maritime transport in the Pacific region. • Extensive experience in a senior position within a Pacific-based institution, maritime administration and/or shipping company. • Understanding of decarbonisation strategies and approaches in the maritime industry, including experience with relevant international and regional frameworks such as those developed by the IMO. • Knowledge of the requirements of SOP, SMS, and SEEMP and their implementation requirements • Familiarity with policies and plans associated with development partners, specifically in the maritime transport and ports in the Pacific region • Proven project management experience and demonstrated delivery of technical projects and initiatives • Demonstrated ability to successfully organise and conduct training courses, workshops, seminars and meetings • Good managerial, supervisory and communication skills 	<ul style="list-style-type: none"> • Familiarity with the political, social, economic, and cultural dynamics of the Pacific region, including the challenges and opportunities for sustainable maritime transport and safe navigation in the region. • Experience with data collection and organisation plus report writing • Demonstrated capacity to work in a team of mixed gender people from different cultural backgrounds • Second language especially a Pacific Island language or French • Demonstrated ability to multi-task and prioritise delivery of services to developing countries

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"> • Extensive knowledge and experience in the maritime transport sector, with a deep understanding of domestic ship safety, port operations, and related issues. • In-depth understanding of emerging issues in the maritime sector related to decarbonization and climate change. • Advanced project management skills with the ability to provide technical leadership and motivation to staff. • Confidence and ability to design and oversee fieldwork in the Pacific region, including managing and conducting audits. • Exceptional problem-solving and analytical skills with the ability to set priorities and meet tight deadlines. • Proven ability to effectively utilise staff and manage team dynamics.
Advanced level	<ul style="list-style-type: none"> • Capacity to facilitate and negotiate with stakeholders in a cross-cultural environment. • Excellent interpersonal and communication skills with the ability to work collaboratively with diverse teams. • Strong attention to detail and a commitment to providing high-quality service.

	<ul style="list-style-type: none"> • Demonstrated ability to motivate, transfer skills, and provide training to staff and stakeholders.
Working knowledge	<ul style="list-style-type: none"> • Knowledge of relevant international organizations and their conventions and implications for development in the Pacific. • Understanding of donor policies and procedures in the Pacific region. • Familiarity with best practices and international standards in maritime transport.
Awareness	<ul style="list-style-type: none"> • Basic knowledge of community consultation processes and stakeholder engagement strategies. • Political awareness and understanding of the geopolitical landscape in the Pacific region. • General understanding of commercial principles and business acumen

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.