JOB DESCRIPTION

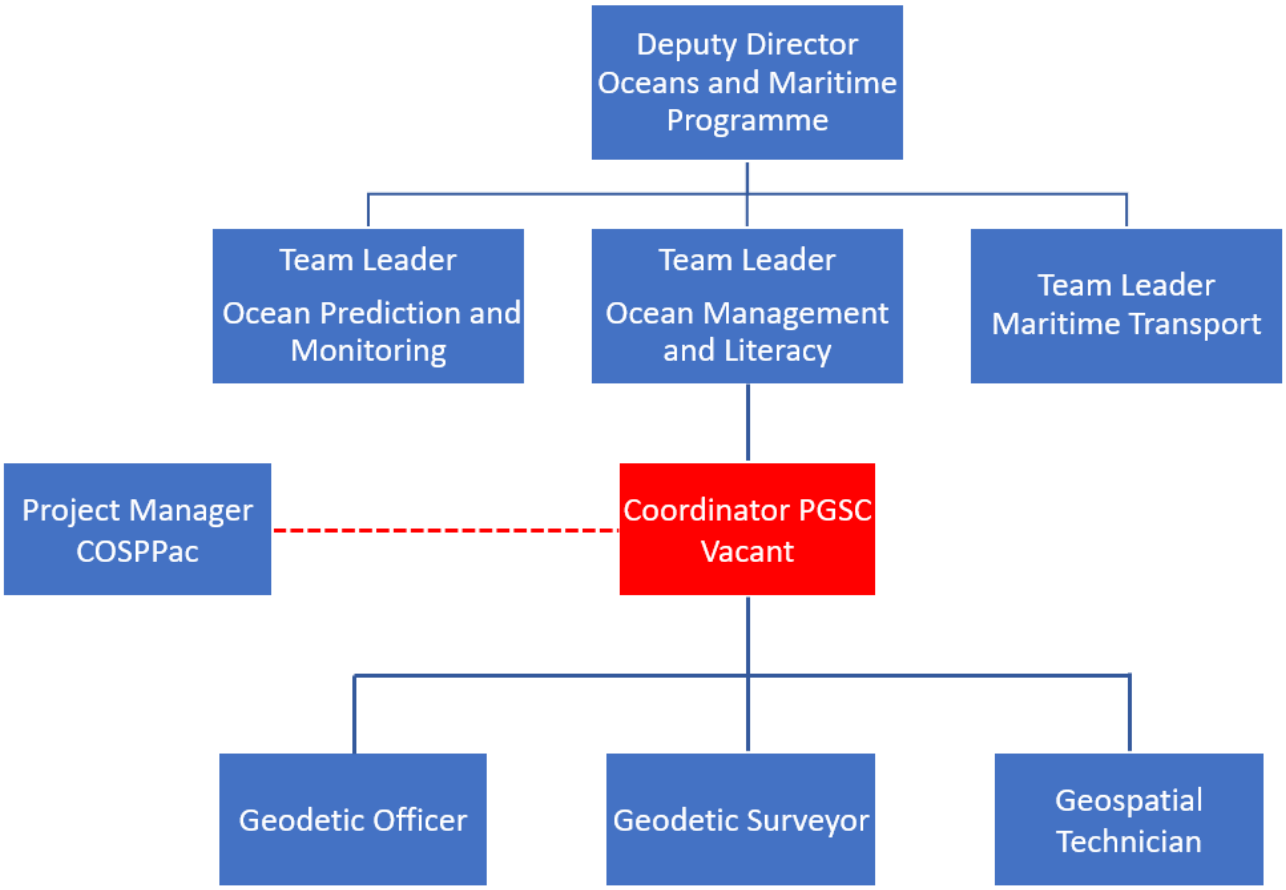
Job Title:	**Coordinator - Pacific Geospatial and Surveying Council (PGSC)**
Division/Programme and Section/Project (if any):	**GEM/OMP/ Ocean Management and Literacy**
Location:	**Suva, Fiji**
Reporting to:	**Team Leader-Ocean Management and Literacy**
Number of Direct Reports:	3
Purpose of Role:	• The PGSC Coordinator will coordinate and manage the activities of the PGSC partnership desk hosted within SPC. The role involves implementing PGSC activities and ensuring the activities of PGSC are well aligned by identifying gaps, supporting needs assessments and advocating for strengthening the geospatial and surveying capacity of PICTs. Additionally, the jobholder will represent the partnership desk in relevant forums, conduct stakeholder engagement and work internally within SPC and with partners to secure funding opportunities. • Coordinate and be responsible for efficiently operating and managing the Geodetic Unit. The Geodetic Unit is responsible for providing geodetic support to SPC Projects and Programmes and member countries' Geospatial, Lands and Survey Departments. Specifically, the job holder will be responsible for initiating, planning, and overseeing activities to implement the Geodetic related objectives under the Climate and Oceans Support Programme in the Pacific.
Date:	*September 2024*

Organisational Context and Organisation Chart

The Geosciences, Energy and Maritime (GEM) Division of SPC comprises four main programme areas. i) Ocean and Maritime; ii) Georesources and Energy; and iii) Disaster and Community Resilience, and iv) Earth and Ocean Observation Services. The Oceans and Maritime Programme is organised to respond to SPC members' needs in three focus areas – Policy and Governance; Technical Assessment and Data Management; and Capacity Building and Gender. The Oceans and maritime Programme has a holistic approach in the three areas to successfully assist SPC members towards achieving four main outcomes: i) Good Oceans and Maritime Governance; ii) Sustainable Maritime Transport and Safe Navigation; iii) Strengthened Ocean and Coastal Monitoring and Prediction Services; and iv) Improved Ocean Literacy and Maritime Capacity.

The PGSC's mission is to provide a regional network and forum for the geospatial information and survey authorities of Pacific Island Countries and Territories (PICTs) to address regional challenges, such as building the capacity of

surveyors, improving and standardising geospatial information gathering and dissemination, maximising economic growth, alleviating poverty, improving natural resource management, disaster risk management and climate change adaptation. This is to be achieved by coordinating, communicating, and collaborating activities, sharing resources and applications of location information through regional and global partnerships. SPC provides secretariat and technical support for the Council through the Pacific Geospatial and Surveying Partnership Desk.



Key Result Areas (KRAs):

The position of the jobholder encompasses the following major functions or Key Result Areas (KRAs):

1. PGSC Partnership Desk Management and Resource Mobilization
2. Coordination and Stakeholder Management
3. Information Management, Training and Knowledge Sharing
4. Technical advice and Country Support
5. People Management

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

Jobholder is accountable for	*Jobholder is successful when*
KRA 1: PGSC Partnership Desk Management and Resource Mobilisation (25%) • Provide advice on the development of geospatial and surveying capacity in the Pacific Islands region through the preparation of medium-term (3-5 year) strategies and annual work programmes. • Facilitate the PGSC Internal Advisory Committee to ensure its effective operation and function. • Lead and coordinate the development of project concepts and proposals, including drafting of budgets and timelines. • Develop and continuously update project implementation documents (costed workplan, daily log, issue log, risk register, etc.) • Manage budgets and prepare, collate and submit financial reports. • Provide programme level reporting and review, fulfilling all administrative requirements of PGSC sponsors. • Coordinate logistics and regional implementation • Ensure that monitoring, evaluation and learning (MEL) activities and methods are incorporated into programme implementation and service delivery. • Supervise and track procurement, deliverables and outputs and provide detailed reports. • Plan and organize PGSC council meetings and any other forums as required	• PGSC partnership desk is well coordinated and functional. • PGSC internal Advisory Committee is well informed, has regular meetings and associated reporting. • The work plan is completed within budget and on schedule. • PGSC is well-resourced and remains relevant to PICTs. • Development partner reporting requirements are met. • Programme Monitoring, Evaluation and Learning results are prepared and reported to stakeholders and development partners. • Regional partners and stakeholders are informed and able to access information and feedback is positive. • Data sharing and access agreements are in place. • Project documents are accessible and up to date. • Project implementation is monitored. • Project delivery is aligned with stakeholder's needs. • Project activities are undertaken within SPC rules and regulation. • Lessons learnt are collated, accessible and capitalized on. International publications raise the profile and awareness of PGSC. • Communication material (newsletter, social media) contributes to and advertises the full range of products and services developed and available to the region.
KRA 2: Coordination and Stakeholder Management (25%) • Represent PGSC at relevant national, regional, and international Geospatial and Surveying related meetings, • Provide advisory and guidance to ensure co-operation and collaboration between national, regional, and international partners. • Responsible for effective collaboration and coordination with donors, partners and stakeholders • Initiate, develop and maintain working collaborations with regional and	• Project/Program team is well coordinated and motivated, and the PGSC council is well informed. • Good working relationships with Pacific Regional Organizations and Global partners are established and maintained. • Innovation takes place to improve stakeholder engagement across existing programmes and networks. • Project outputs and activities are integrated into regional partner activities and meet current and anticipated demand.

international partners on topics and issues on geospatial and surveying data and information. • Support national counterparts with stakeholder engagement strategies, meetings and workshops. • Ensure that national strategies and policies are aligned to global and regional frameworks. • Ensure engagement by PGSC working groups that are relevant and functional	• PGSC working groups continue to be active and are well supported by SPC. • The needs of the geospatial and surveying counterparts are well understood and communicated, nationally, regionally, and globally. • Partnership between geospatial and surveying and their stakeholders is strengthened and support improved service delivery. • Geospatial and surveying needs are routinely captured and updated. •
KRA 3: Information Management, Training and Knowledge Sharing (20%) • Train national staff in the use of geospatial and surveying instruments and data • Support capacity mapping activities relating to geospatial and surveying components of national counterparts. • Develop training materials relevant to geospatial and surveying user needs. • Manage professional attachments and internship programme. • Integrate identified knowledge gaps and user requirements into training materials. • Responsible for workshop management and planning. • Ensure agreed upon training-related MEL practices are implemented. • Engage and represent in global, regional, and national capacity networks and advisory groups. • Engage and collaborate with global and regional initiatives for online training in the region. Guide and coordinate the management of geodetic data aligned with international standard as appropriate	• Technical training material is developed and accessible, e.g. via online courses, portals, and printed materials. • At least one country and/or sub-regional training workshops are conducted annually, funds permitting. • Capacity mapping exercises and stakeholder surveys are undertaken, and feedback is incorporated into future training events and materials. • Capacity building data and evaluations are captured, including 6-month post-workshop follow-up survey. • Training and knowledge products leverage strong cross-sectoral linkages. • Knowledge delivery tools are developed and implemented, e.g., e-learning, social media, apps, tailored tools. • There is strong evidence of PICTs benefiting from geospatial and surveying trainings. • Ensure that the region is well informed with upcoming capacity initiatives and available resources. • Online training is available for the pacific geospatial and surveying community annually. • SPC's geodetic data is hosted into a robust data management system, readily available to member countries.
KRA 4: Technical advice and country support (20%) • Provide advice and support towards geodesy and geospatial activities, including marine applications. • Responsible for survey data analysis and precision levelling monitoring surveys. • Ensure timely production of technical reports as required.	• Surveying data and products are well managed and accessed. • Geodetic infrastructures are installed and well maintained. • Geodetic survey campaigns are well planned and completed. • Knowledge gaps are identified, and activities are developed to support response.

• Support the installation of geodetic infrastructure such as GNSS CORS and tide gauges as required. • Coordinate geodetic surveys technical activities including six monthly infrastructure maintenance programs at national level. • Draw up field survey schedule and manage survey team in the project member countries. • Responsible for maintenance of levelling monitoring surveying equipment. • Provide logistics support in terms freight clearance for the project stations. • Keep up to date with relevant technologies and advancement related to geospatial and surveying to support SPC's improved service delivery. • Advise on regional and geospatial issues and knowledge gaps to address climate change issues, and disaster risk reduction. • Provide guidance to national counterparts in validating national level data such as LiDAR and DRONE acquisitions. • Support countries to modernise their Geodetic Reference Frames and align to the Global model (IGIF) • Review, verify and validate survey reports, data and information aligned to quality standards and accuracy.	• Priorities of the Pacific Geospatial and Surveying Strategy receive specialist assistance and technical backstopping. • National geospatial and surveying efforts are supported and improved as required. • Countries undertake Geodetic modernization process. • Survey reports are published with geospatial data and information are available to stakeholders. • Services are of high quality and responsive to member requests in the areas of geospatial and surveying data and information. •
KRA 5: People Management (10%) • Manage the performance and supervise a group of Technical Assistants and Specialists in the delivery of ocean services and training in the Ocean and Maritime Programme • Influence staff and mediate between colleagues to resolve complex and contentious issues. • Identify opportunities and Organise capacity development activities and for staff and stakeholders. • Build strong and effective team capable of providing the highest quality service to member countries and clients. • Monitor the performance and workloads to ensure that objectives and deadlines are met.	• Positive feedback from staff is received through the performance development system. • Competent and motivated team is in place, performing efficiently and effectively. • Staff training and career developments are resourced and utilised by staff

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):

- Manage ad hoc requests made outside of the agreed work plan, including those arising after natural disasters.
- Ability to troubleshoot with the GNSS survey instruments and the surveying instruments in the field.
- Work with people from different backgrounds according to culture and work ethics
- Facing contentious issues whilst leading a team or workshop in a remote location with limited support from the office
- Managing a team with members across programmes for specific activities
- Communications with project counterparts and stakeholders due to distance, isolation and technical challenges
- Making in-country decisions on project activities and dispersal of funds without direct supervision
- Extensive travel within the region that has many health hazards such as malaria, dengue fever, non-potable water supplies and poor sanitary facilities

Level of Delegation:

- Routine Expenditure Budget: 1M € Annually
- Budget Sign off Authority without requiring approval from direct supervisor: 50 € *and below.*

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
EXTERNAL	
• Technical partners within international and regional organisations such as UNGGIM, FIG, NIWA, NOAA, BoM, GA, LINZ, UNDP, IRD, IHO, SPREP, USP, DFAT, MFAT, etc	• Collaborate on country specific activities and regional initiatives, project proposal writing, training workshops, etc. • Development partner interaction and reporting • Advise on appropriate methods and approaches
• National entities in member countries such as Meteorological departments, Lands and Survey Departments, and maritime sectors, etc. • Member country counterparts, Technical, Director level.	• Technical exchange, seeking advice and support, project proposal writing, training workshops, etc.
• Consultants, companies and service providers, e.g. publications editors, printers, training consultants, specialists, etc.	• Contracting, monitoring of agreements, delivery of outputs, procurement of services
INTERNAL	
• Deputy Directors and GEM Director	• Obtaining advice on OMP policies and procedures; providing feedback on OMP reporting.
• Team Leader Ocean Prediction and Monitoring, Team Leader Maritime Transport, Team Leader Technical Workshop, Project Manager COSPPac, Manager Pacific Data Hub	• To seek approval and/or guidance • Advise on geospatial and surveying stakeholder needs, emerging technologies, etc. • Resource mobilisation • Budgeting and reporting
• Colleagues and peers • Administrative and support personnel • Technical leads within other SPC programmes, e.g. transport and fisheries	• Maintain internal contacts. • Day to day tasks • Provide advice and guidance on tasks. • Managing workflow and seeking outputs • Collaborative report writing • Plan field schedules and logistics administrative matters and managerial arrangements.

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:
• Degree in Surveying or closely related field and 10 years of relevant experience, or, at least 15 years of progressive work experience in the field of geodetic surveying, analysis and reporting, and project management.	• Postgraduate qualifications in Geospatial Science, Surveying, GIS, or equivalent • Project management qualifications

Knowledge/Experience

Essential:	Desirable:
• Pacific regional development experience • Previous experience of project management and technical leadership • High degree of problem-solving at technical level • Strong knowledge into the technical aspects of the Integrated Geospatial Information Framework • In-depth knowledge of the institutional context and partners within at least one of the following sectors: (i) lands and surveying, (ii) maritime (iii) meteorological services • Experience in stakeholder management and capacity building • Computer literacy, experience with computer programming and specialised surveying software packages, e.g. AutoCAD, SKI, LISCAD, LevelPak, Pathfinder, Geomatics, TBC, Terra Model and ASHTECH. • Expert knowledge in surveying and geodesy relating to horizontal and vertical reference framework, locally, nationally and regionally. • Demonstrated oral and written communication skills in English. • Experience in capacity development needs and networks.	• Professional practical experience in Pacific Island environments • Strong awareness of PIC issues particularly as they relate to climate change and sea level rise. • Demonstrated experience in remote sensing. • Applied geospatial research experience in, preferably related to datum. • Well versed in geospatial open-source software • Understanding of database principles.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Static and Kinematic GNSS and other satellite-derived survey tools and techniques, including Practices, analysis techniques, concepts and principles around precise first order levelling, control surveys and Global Navigation Satellite Systems (GNSS). • Ability to analyse survey data collected using different survey technologies such as Total Station Height Traversing and GNSS Surveys • Understanding of survey techniques and their application relating to the development of maritime boundaries under the Law of the Sea Convention. • Manage and monitor work and associated budget for geodetic survey projects. • Precise Differential Levelling Surveys and Precision Levelling Monitoring using the Electronic Distance Measurement Equipment Height Traversing technique. • Communicate a strong vision for the region and a clear understanding of the regional issues and priorities with respect to geodetics and geospatial services. Organise reports, prepare presentations, and communication skills
Advanced level	• computer skills with Surveying and GIS platform • Theoretic principles of Surveying, Geodesy, Geospatial and Hydrography • Ability to handle data, databases, and data management systems. • Running field survey operations in the Pacific region • Provide technical training in a workshop environment. • Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies of the programme. • SPC Policy & Procedures • Geospatial Survey Standards and Specifications • Geospatial Policies and Frameworks • Tide gauge installations and geodetic control
Working Knowledge	• Remote sensing technology • Hydrographic survey techniques • Airborne LiDAR surveys • Unmanned aircraft system applications • Online databases and portals
Awareness	• development issues in small pacific island countries • Disaster risk management and coastal hazards • Climate change and adaption • Coastal zone management

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.