



## JOB DESCRIPTION

<b>Job Title:</b>	Team Leader, Ocean Management and Literacy
<b>Division/Programme and Section/Project (if any):</b>	GEM / OMP
<b>Location:</b>	Suva
<b>Reporting to:</b>	Deputy Director, Ocean and Maritime Programme
<b>Number of Direct Reports:</b>	6-10
<b>Purpose of Role:</b>	To provide overall leadership and management for ocean management and be the focal point for maritime boundaries-related matters in the Oceans and Maritime Programme of the Geoscience, Energy and Maritime Division. To assist SPC member countries in a strengthened integrated approach toward good ocean governance and management by applying ocean and coastal geoscience services and capacity development.
<b>Date:</b>	November 2023

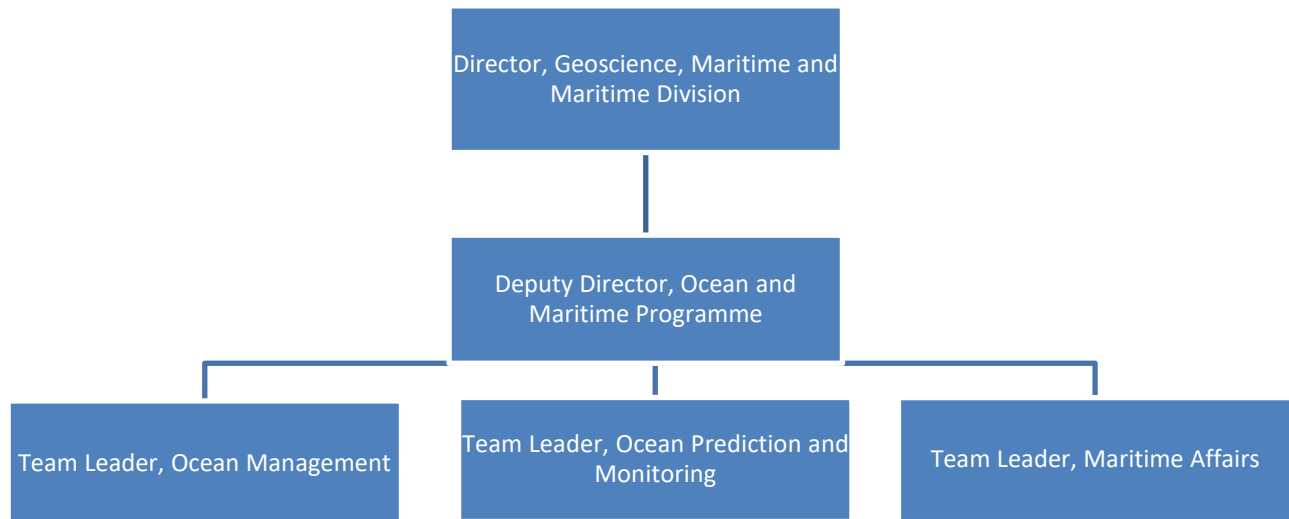
### Organizational Context and Organization Chart

The SPC GEM Division implements a significant number of projects and programmes across four main programme areas, being:

- **Disaster and Community Resilience Programme (DCRP):** This programme is the largest technical pillar of the SPC GEM Division. It focuses on innovative applied science and technical action that helps Pacific Island countries and territories (PICTs) respond to current and emerging priorities in the areas of disaster and climate risk management and water security. The programme leads SPC's work in operationalising the Framework for Resilient Development in the Pacific (FRDP) by providing coordinated technical support to SPC's members based on national and regional priorities.
- **Oceans and Maritime Programme (OMP):** This 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 towards a clean, safe and efficient Blue Pacific. OMP's work is underpinned by innovation, capacity building, transfer of marine technology, and ocean literacy.
- **Georesources and Energy Programme (GEP):** This programme aims to effectively contribute to the energy transformation in PICTs by providing robust technical assistance and advice, as well as supporting decision-making about the region's geological resources critical in the development of any resilient infrastructure. The programme leads SPC's work in driving and coordinating the implementation of the Framework for Energy

Security and Resilience in the Pacific (FESRIP). This supports SPC’s role as the lead technical agency in supporting a transition towards a greener and more sustainable economy.

- Earth and Ocean Observation Services (EOO): SPC GEM’s Earth and Ocean observation capabilities utilises global satellite and global positioning systems to support all of our technical focus areas. The programme’s work aims to inform understanding of the biophysical changes occurring in the Pacific region such as changes to our coastlines, to understand maritime zones or to develop more accurate early warning systems for disaster to protect lives and livelihoods of Pacific peoples.



**Key Result Areas (KRAs):**

1. Ocean management advice and support
2. Resource Mobilisation
3. Project Management and Supervision
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><b>Ocean management advice and support (25%)</b></p> <ul style="list-style-type: none"> <li>• Plan, develop and implement strategies for ocean governance and ocean governance development of SPC members</li> <li>• Plan, develop and implement strategies to support SPC members to secure their maritime jurisdictional rights and responsibilities</li> <li>• Lead and manage the regional maritime boundaries and Pacific Geospatial Surveying Council (PGSC) activities for the benefit of Pacific Island Countries</li> </ul>	<ul style="list-style-type: none"> <li>• Project and initiatives are developed and implemented in ocean management with a focus on maritime boundaries, ocean policy development and implementation, and climate change adaptation</li> <li>• Capacity development needs are identified and delivered in collaboration with international and regional partners</li> <li>• Cross-programme activities within SPC are strengthened</li> <li>• MoUs and Agreements are in place to facilitate close cooperation in activities of common interest with external parties</li> </ul>

<ul style="list-style-type: none"> <li>• Identify needs for and contribute to capacity development in the maritime, ocean and coastal sectors</li> <li>• Keep abreast of, and maintain close liaison with, institutions, partners, and SPC sister Programmes of relevance to the implementation of SPC's Ocean and Maritime Programme priorities</li> <li>• Coordinate, prepare briefs and documents for SPC management and official meetings, and prepare and deliver presentations for technical bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Communities of practice around integrated ocean management, the regional maritime boundaries consortium, and partnership desks of the PGSC are active and coordinated</li> <li>• Regional meetings, workshops and seminars are delivered at the expected level</li> <li>• Programmes, projects, and activities under the UN Decade of Ocean Science are supported and actioned</li> </ul>
<p><b>Resource Mobilisation (25%)</b></p> <ul style="list-style-type: none"> <li>• Identify potential funding sources for sustainable ocean management and governance in the Pacific, drawing from relevant national, regional, and international documents.</li> <li>• Engage with line ministries, sector specialists, and government focal points to identify national priorities for accessing funding and opportunities for collaboration.</li> <li>• Develop and implement strategies to mobilise resources, including developing and submitting funding proposals.</li> <li>• Provide technical input and advice to ensure successful implementation of funded projects.</li> <li>• Develop and maintain relationships with donors and other stakeholders to facilitate the mobilisation of resources and the effective implementation of projects.</li> </ul>	<ul style="list-style-type: none"> <li>• A comprehensive strategy for resource mobilization is developed and successfully implemented.</li> <li>• Funding proposals are developed and submitted promptly and effectively, resulting in successful project resourcing.</li> <li>• Positive feedback is received from donors and stakeholders on the level of engagement and quality of technical input.</li> <li>• Successful partnerships with donors and other stakeholders are established and maintained, resulting in sustainable and effective resource mobilisation for ocean management and governance activities, including climate financing.</li> </ul>
<p><b>Project Management and Supervision (25%)</b></p> <ul style="list-style-type: none"> <li>• Initiate and maintain projects and provide necessary technical guidance</li> <li>• Plan and direct technical support missions and resolve operational or technical problems</li> <li>• access best practices with regards to technical methods and ensure their incorporation into project implementation and service delivery where appropriate</li> <li>• Manage project budgets and deliverable outputs and maximise their impacts and effectiveness</li> <li>• Prepare, collate and submit financial and narrative reports to donors and clients</li> <li>• Prepare briefs and presentations for meetings, conferences and workshops on project activities and outputs</li> <li>• Prepare technical reports, charts, metadata, workshops and other project deliverables in coordination with team members.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are completed within budget and on schedule</li> <li>• Management and reporting standard and requirements are adhered to</li> <li>• Donor and stakeholder feedback is positive</li> <li>• Programme Monitoring and Evaluation on functional area is positive</li> </ul>
<p><b>Team Leadership and Development (25%)</b></p> <ul style="list-style-type: none"> <li>• Manage the performance and supervise a group of Technical Assistants and Specialists in the area of ocean governance, surveying, maritime boundaries, ocean management, and the geospatial Council matters</li> <li>• Influence staff and mediate between colleagues to resolve complex and contentious issues</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from staff are received through the performance development system</li> <li>• Competent and motivated team is in place, performing efficiently and effectively</li> <li>• Staff training and career developments are resourced and utilised by staff</li> </ul>

<ul style="list-style-type: none"> <li>• Identify opportunities and organise capacity development activities and for staff and stakeholders</li> <li>• Build strong and effective team capable of providing the highest quality service to member countries and clients</li> <li>• Monitor the performance and workloads to ensure that objectives and deadlines are met</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):**

<ul style="list-style-type: none"> <li>• When directed, act as Officer-in-Charge during the absence of the Deputy Director</li> <li>• Manage multiple projects and/or lead separate work components concurrently</li> <li>• Undertake extensive travel within the region that has many health hazards, non-potable water supplies, poor sanitary facilities, and unreliable transport links.</li> <li>• Manage and co-ordinate technical support activities of a multidisciplinary team in multiple remote locations and for extended periods</li> <li>• Mediate and resolve contentious issues</li> <li>• Attract funding to fulfil strategic visions and ensure sustainable financing in a competitive market</li> <li>• Represent SPC at high-level global and regional forums</li> </ul>
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**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>• Regional bodies competent in Ocean and law of the sea, ocean literacy, geodesy, capacity building, and transfer of marine technology and marine scientific research and training</li> <li>• Staff of Development Partners, e.g. IOC-UNESCO, UNDP, DOALOS, ISA, IHO, IUCN World Bank, etc.</li> <li>• Maritime Training Institutes and Universities</li> <li>• International partner organisations such as New Zealand MFAT, Australia DFAT, and EU</li> <li>• Government agencies and government departments, e.g. Ocean office, Foreign Affairs, Lands and Survey Departments, hydrographic services, national meteorological and hydrological services</li> <li>• Consultants working in the space of ocean governance, marine geophysics, and implementation of UNCLOS</li> </ul>	<ul style="list-style-type: none"> <li>• Keep members and chair of regional bodies abreast of maritime and coastal development in the Pacific and SPC activities</li> <li>• Seek information on priority areas for programming workplan</li> <li>• Explain and provide advice on technical services and deliver project results</li> <li>• Liaise with and influence decision making on funding opportunities</li> <li>• Collaborate on proposal writing activities</li> </ul>
<p><b>Internal</b></p>	<ul style="list-style-type: none"> <li>• Liaising on current projects and collaboration on upcoming surveys to share resources (e.g.</li> </ul>

<p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Division Senior Management Team</li> <li>• Programme DDs, and colleagues across the GEM Division</li> <li>• Staff of the FAME Division, HRSD Division, SPL, MELnet and PCCOS</li> <li>• Procurement Office, Human Resources, Finance at SPC</li> </ul>	<p>equipment and staff), and increase effectiveness of in-country activities at Programme and Division level</p> <ul style="list-style-type: none"> <li>• Discuss and resolve technical and equipment problems</li> <li>• Give and receive information on national and regional activities and projects</li> <li>• Collaborate on proposal writing and project implementation, as well as service delivery</li> <li>• Identify and process recruitment, procurement, travel, contract, etc., requests</li> </ul>
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**Level of Delegation:**

Routine Expenditure Budget: approximately EUR1-2 million per annum

Budget Sign off Authority without requiring approval from direct supervisor: EUR50

**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><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate qualification (and/or equivalent work experience) in one or more of the following: Marine Studies, International Affairs, Law and policy, Development studies, or related subjects</li> <li>• Project Management qualification</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Multiple qualifications or certificates encompassing a variety of law of the sea, marine geophysics, GIS, ocean governance disciplines, and adult education, and monitoring and evaluation</li> </ul>
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**Knowledge/Experience**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• At least 10 years of combined national and international progressive experience in ocean management and ocean literacy in the Pacific Islands region.</li> <li>• Extensive experience in a senior position within a Pacific government or regional organisation</li> <li>• Knowledge of survey techniques and the application of geodesy in small island settings</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Familiarity with ocean policy and climate change issues in Pacific small island countries</li> <li>• Experience with data collection and organisation plus report writing</li> <li>• Demonstrated capacity to work in a team of mixed gender people from different cultural backgrounds</li> <li>• Second language especially a Pacific Island language or French</li> </ul>
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<ul style="list-style-type: none"> <li>• In-depth knowledge of the UN Convention of the Law of the Sea</li> <li>• Familiarity with policies and plans associated with development partners, specifically in the application of ocean literacy and ocean management in the Pacific region</li> <li>• Proven project management experience and demonstrated ability to design and delivery of technical projects and initiatives</li> <li>• Demonstrated ability to successfully organise and conduct training courses, workshops, seminars and meetings</li> <li>• Good managerial, supervisory and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated ability to prioritise delivery of services to developing countries</li> </ul>
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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"> <li>• Technical skills and knowledge in ocean management and ocean literacy and related issues</li> <li>• Project management and technical leadership and motivational skills</li> <li>• Confidence and ability to design and oversee field work in the Pacific region</li> <li>• Ability to effectively utilise staff</li> <li>• Problem solving and analytical skills</li> <li>• Ability to set priorities to meet deadlines</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Capacity to facilitate and negotiate</li> <li>• Ability to work effectively in a cross-cultural environment</li> <li>• Aptitude for the provision of high-quality service and attention to detail</li> <li>• Ability to motivate, transfer skills and provide training</li> <li>• Proactive in seeking to analyse, develop and design new areas of work and initiatives</li> <li>• Excellent communication skills</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Knowledge of international organisations and their conventions and implications to development in the Pacific</li> <li>• Understanding of donor policies in the Pacific Region</li> <li>• Familiarity with emerging issues in ocean management and literacy regarding climate change</li> <li>• Knowledge of best practices and international standards</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• community consultation processes</li> <li>• Political awareness</li> <li>• Commercial awareness</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
- Building Individual Capacity

#### **Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanour
- 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.