JOB DESCRIPTION

Job Title:	Geoscience Officer
Division/Programme:	Geoscience, Energy & Maritime Division/ Georesources & Energy Programme
Location:	Suva, Fiji
Reporting to:	Geotechnical Adviser
Number of Direct Reports:	None
Purpose of Role:	The Geoscience Officer is responsible for supporting the Georesources Team to deliver on its mandate of assisting SPC's member countries and territories to effectively manage their geological resources.
Date:	January 2025

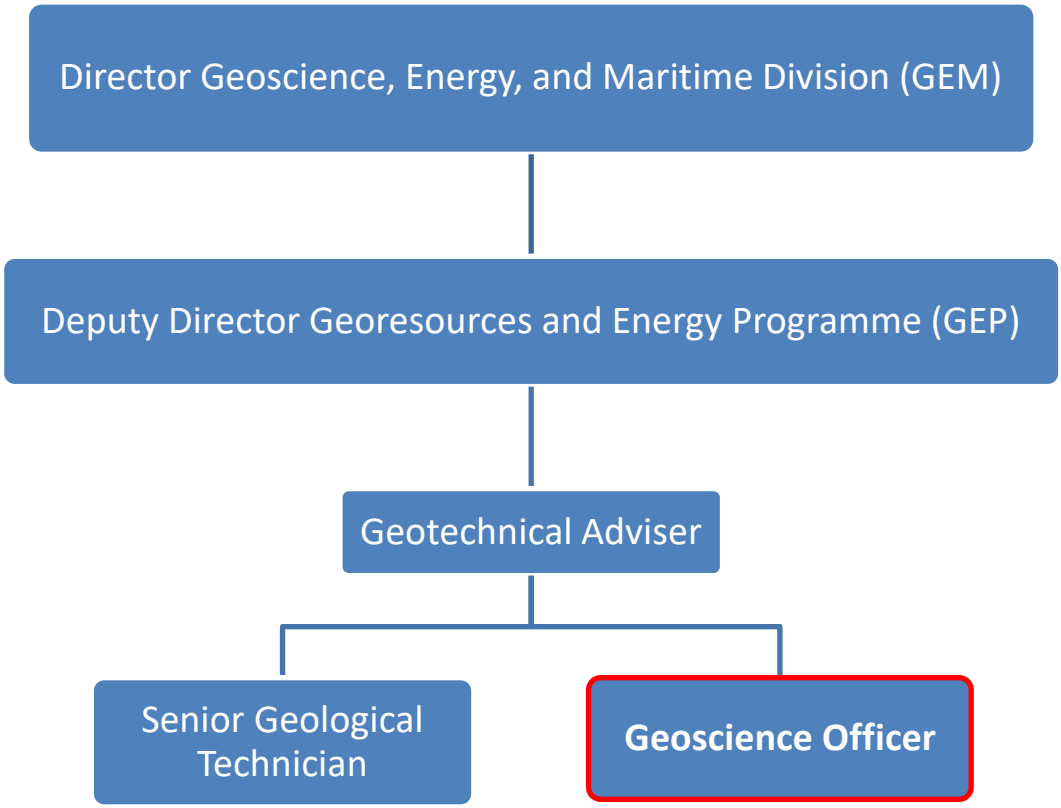
Organizational Context and Organization Chart

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting sustainable development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the wellbeing of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. See more at https://www.spc.int/

The **Geoscience Energy and Maritime (GEM) Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming within the division:

- **Oceans and Maritime Programme (OMP) –** assists member PICTs with services that provide applied ocean science and knowledge for evidence-based policy-making and technical solutions for improved ocean and maritime governance, management and capacity development.
- **Georesources and Energy Programme (GEP) –** assists member PICTs by applying technical knowledge and expertise in the areas of georesources and sustainable energy.
- **Disaster and Community Resilience Programme (DCRP) –** assists member PICTs to demonstrate strengthened resilience through integrated action on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation.

The Geoscience Officer is based in the **Georesources and Energy Programme (GEP)** as outlined in the organigram below:



As a key member of the Georesources Team, the Geoscience Officer will support GEP to deliver on its mandate of assisting PICTs to effectively manage their geological resources. This critical work focuses on two key pillars:

1. Mineral Security: supporting Pacific people to obtain sufficient and affordable access to the minerals necessary for human development, including for shelter, mobility, communication, energy, and sustenance.
2. Geoheritage: supporting Pacific people to assess, conserve, and celebrate the geological heritage of the Pacific region.

The Geoscience Officer will work across multiple projects and programmatic activities, including, Pacific Geoparks, The Blue Concrete Initiative, Development Minerals, Deep Sea Minerals, and Georesources Regional Coordination.

Key Result Areas (KRAs):

The Geoscience Officer position is a technical position primarily focused on the delivery of the Georesources Teams' projects, while also providing support towards regional coordination and resource mobilisation. The position encompasses the following Key Result Areas (KRAs):

1. Project implementation (70%): under the guidance of the Geotechnical Adviser, support the Georesources Team to implement projects.
2. Programmatic coordination (20%): under the guidance of the Geotechnical Adviser, support the Georesources Team to coordinate programmatic activities.
3. Resource mobilisation (10%): under the guidance of the Geotechnical Adviser, support the Georesources Team with resource mobilisation efforts.

The performance requirements of the KRAs are broadly described below

Jobholder is accountable for	*Jobholder is successful when*
KRA 1: Project implementation (70%) Under the guidance of the Geotechnical Adviser, support the Georesources Team to implement projects, including: • Plan and carry out field surveys • Geoscientific data collection • Data analysis and reporting • Deliver assigned project outputs • Liaise with stakeholders, internal and external, regarding project implementation • Presentation of findings to stakeholders • Support the project manager with project monitoring and management • Provide on-the-job training to PICTs representatives	• Field surveys effectively planned and executed • Quality data collected and appropriately stored • Data analysed and reports written to a high standard • Relevant project outputs delivered on time and to a high-quality • Effective stakeholder liaison • Findings clearly communicated to relevant stakeholders • Project manager provided with timely updates and necessary support • Relevant skills and knowledge appropriately transferred to PICTs representatives
KRA 2: Programmatic coordination (20%) Under the guidance of the Geotechnical Adviser, support the Georesources Team to coordinate programmatic activities, including: • Support the organisation of meetings with SPC's members, partners, and donors. • Support the Georesources teams' participation in regional and international meetings. • Preparation of associated briefing notes, presentations, talking points, reports, meeting minutes etc.	• In collaboration with other team members, meetings successfully organised and delivered. • In collaboration with other team members, SPC well represented at regional and international meetings. • Briefing notes, presentations, talking points, reports, meeting minutes etc prepared to a high standard and in a timely manner.
KRA 3: Resource Mobilisation (10%) Under the guidance of the Geotechnical Adviser, support the Georesources Team with resource mobilisation efforts, including: • Prepare and/or review concept notes and proposals. • Prepare and/or review project budgets. • Participate in relevant meetings such as brainstorming, planning, information sharing, with members, donors and partners	• In collaboration with other team members, project concept notes, proposals and budgets developed, reviewed and submitted to donors in a timely manner and to a high standard. • Actively participated in relevant meetings such as brainstorming, planning, information sharing, with members, donors and partners.

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):

- Researching technical subjects and writing associated reports.
- Planning and conducting geoscientific field surveys.

• Communicating findings to relevant internal and external stakeholders.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Key external contacts are: • PICT government officials • Partners/donors • Academia • Public/communities • Private sector suppliers	• Collaborating with the various partners at the technical level to deliver technical work. • Participating in various meetings related to project delivery and resource mobilization. • Liaising with private sector suppliers in accordance with SPC's procurement policy
Key internal contacts are: • GEP & GEM team • Finance, travel and procurement units	• Collaborative teamwork with the SPC team.

Level of Delegation:

Routine Expenditure Budget: *Nil*

Budget Sign off Authority without requiring approval from direct supervisor: *Nil*

Personal Specification:

Qualifications

Essential:	Desirable:
• Bachelor of Science majoring in earth science, geology or geophysics or an equivalent bodies of knowledge and experience.	• Master's degree and/or post graduate studies in related field.

Knowledge/Experience

Essential:	Desirable:
• At least 5 years of work experience in a technical geoscience position. • Experience conducting scientific field surveys. • Excellent communications and writing skills • Competent with geoscientific software and geographic information systems (GIS).	• Experience working in the Pacific and knowledge of Pacific geology. • Experience conducting laboratory testing. • Capacity building experience. • Specific experience related to geoheritage, mineral resource governance, concrete, and/or deep sea minerals.

Key Skills/Attributes/Job Specific Competencies

Expert level	• Sound technical geoscience knowledge • Excellent analytical and writing skills

Advanced level	• Geoscience field survey techniques and methods • Computer skills including data handling and the use of word processing, spreadsheet and database applications e.g. GIS, Microsoft Word, Excel & PPT
Working knowledge	• Project management • Mineral resource governance and policy • Laboratory testing • Stakeholder engagement and communication • Resource mobilisation
Awareness	• SPC policies and procedures • Pacific context and cultures

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

- Communicates effectively
- Performs well under pressure
- Positive attitude to work
- Strongly committed
- Highly motivated
- Excellent interpersonal skills
- Sound judgement
- Well organized
- Dependable
- Creative and imaginative
- Honesty and integrity
- Demonstrates cultural and gender sensitivity

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.