



## JOB DESCRIPTION

<b>Job Title:</b>	Ocean Monitoring and Technical Assistant - Ocean Acidification
<b>Division/Programme:</b>	PCCOS (Pacific Community Center for Ocean Sciences)
<b>Location:</b>	Suva
<b>Reporting to:</b>	Coordinator PCCOS (direct reporting line) and Team Leader Ocean Prediction and Monitoring (dotted line)
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	Assist with the coordination of ocean acidification monitoring and capacity building activities within PCCOS and GEM division in close collaboration with existing activities in other divisions.
<b>Date:</b>	September 2024

### Organisational Context and Organisation Chart

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

#### The Pacific Community Centre for Ocean Science (PCCOS)

In commemorating the SPC's 70<sup>th</sup> anniversary, the 10th Pacific Community Conference agreed to establish the Pacific Community Centre for Ocean Science (PCCOS) to be hosted at SPC and become a true flagship for scientific excellence and a dedicated regional science information and knowledge hub. Through support from the New Zealand Government and various other development partners, PCCOS has been fully operational since 2021 and is actively working to help Pacific Island governments and communities **easily access the ocean science and expertise they need to make informed decisions** and to protect and sustainably manage ocean resources.

More specifically, PCCOS aiming at achieving the following objectives:

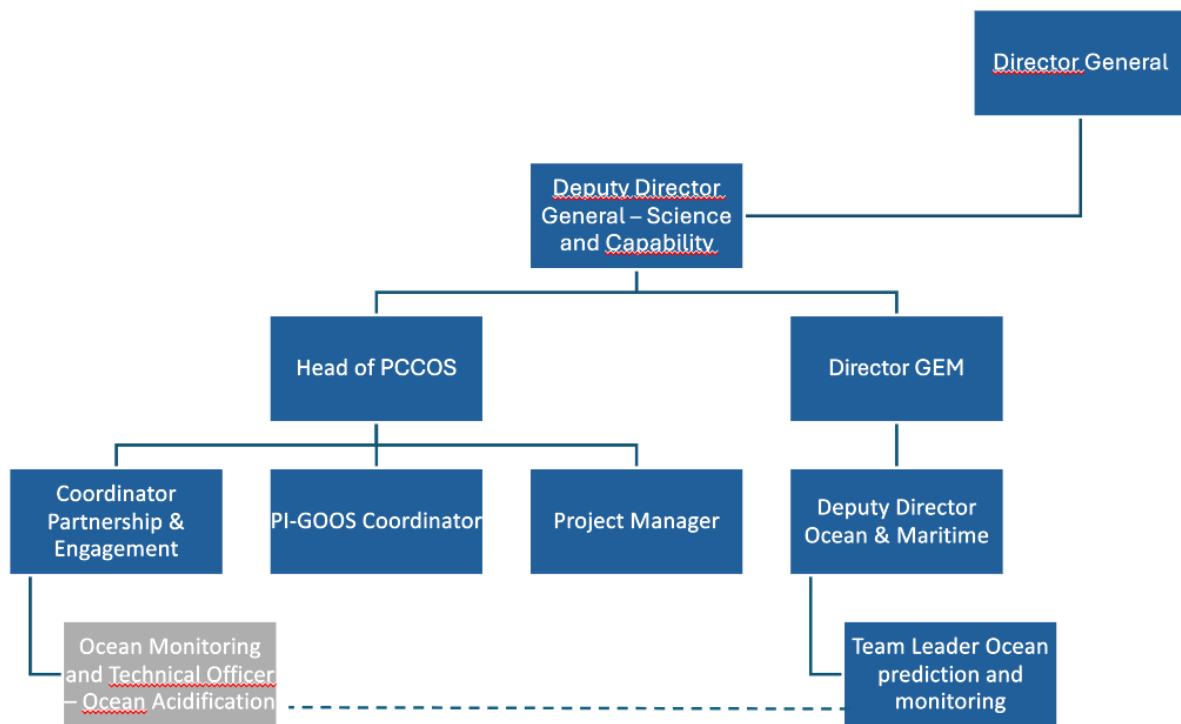
1. Facilitate and promote **cross-divisional engagement and cooperation internally at SPC** for a better-integrated service to its members and continued building of ocean science excellence at SPC.
2. Contribute to **strategic partnerships in ocean science** with a large number of institutions and initiatives at the national level, regionally (particularly with other CROP agencies) and internationally.
3. Coordinate the approach with **government agencies responsible for implementing ocean policies** and progressing against SDG 14.

PCCOS is now leading the design of the SPC Ocean Flagship through consultation with SPC divisions and regional partners, as well as coordinating cross-divisional projects, implemented across SPC divisions (FAME,

GEM, CCES). PCCOS is also implementing seed-projects/programmes such as the Pacific Islands Ocean Acidification Centre (PIOAC), the Pacific Early Career Ocean Professionals (ECOP) Network and Placement Programme, the Pacific Islands Decade Coordination Centre (PI-DCC), and the Regional Alliance of the Global Ocean Observing System for the Pacific Islands (PIGOOS), that all have regional coordination mandates.

### About the Role

The Ocean Monitoring and Technical Assistant – Ocean Acidification will assist with the coordination of ocean acidification monitoring and capacity-building activities within GEM and PCCOS in close collaboration with existing activities in other divisions and partners.



### Key Result Areas (KRAs)

The Ocean Monitoring and Technical Assistant will contribute to the work program of the Pacific Islands Ocean Acidification Centre (PIOAC) and support capacity-building activities within GEM and PCCOS in close collaboration with existing activities in other divisions and partners.

The position of **Ocean Monitoring and Technical Assistant – Ocean Acidification** encompasses the following major functions or Key Result Areas:

- KRA 1: Ocean Acidification Monitoring Coordination (40%)
- KRA 2: Building Monitoring Capacity (20%)
- KRA 3: Partnerships and PICTs Regional Support (20%)
- KRA 4: Communications of OA (10%)
- KRA 5: Support to PCCOS and divisions (10%)

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

Jobholder is accountable for	<i>Jobholder is successful when</i>
<p><b>KRA 1: Ocean Acidification Monitoring Coordination (40%)</b></p> <ul style="list-style-type: none"> <li>● Assist with coordinating, planning, and implementing of OA monitoring plans for PIOAC in coordination with partner organizations.</li> <li>● Conduct fieldwork for OA monitoring and data collection in Fiji for PIOAC, including the deployment of ocean acidification equipment, wave buoys, coastal temperature sensors, and other relevant instruments where appropriate.</li> <li>● Work closely with PIOAC partner organizations and country-based scientists to develop monitoring plans and support the implementation of their monitoring plans in coordination with PIOAC partner organizations.</li> <li>● Coordinate and manage OA data, in collaboration with data management personnel and partners to ensure accurate, complete, and consistent data, adherence to international standards and submission of OA data to OA data portals.</li> <li>● Manage and distribute “spare parts” to GOA-ON in-a-box kit recipients, including developing a system for tracking spare parts inventory at SPC and also determining how kit recipients will be approved to receive items they request.</li> </ul>	<ul style="list-style-type: none"> <li>● Successfully implemented OA monitoring plans for PIOAC in coordination with partner organizations, resulting in accurate and reliable data collection.</li> <li>● Conducted successful fieldwork for OA monitoring in Fiji, deploying and maintaining ocean acidification equipment, wave buoys, coastal temperature sensors, and relevant instruments, ensuring high-quality data collection.</li> <li>● Established strong collaborative relationships with PIOAC partner organizations and country-based scientists, resulting in the effective development and implementation of monitoring plans aligned with their objectives.</li> <li>● Coordinated and managed OA data effectively, ensuring accurate, complete, and consistent data in adherence to international standards, and successfully submitted the data to OA data portals.</li> <li>● Developed and implemented a system for tracking spare parts inventory at SPC, ensuring timely and efficient distribution of spare parts to GOA-ON in-a-box kit recipients.</li> <li>● Developed an inventory of monitoring equipment with clear guidelines and criteria for approving spare parts requests from kit recipients, ensuring transparency and fairness in the distribution process.</li> <li>● Facilitated effective communication and coordination with kit recipients, providing timely support and assistance in accessing requested spare parts.</li> </ul>
<p><b>KRA 2: Building Monitoring Capacity (20%)</b></p> <ul style="list-style-type: none"> <li>● Contribute to capacity-building activities to enhance partners' skills and knowledge related to ocean monitoring.</li> <li>● Contribute to the development of training materials on OA monitoring equipment.</li> <li>● Contribute technical support to partners and stakeholders on OA monitoring, including on OA-related fields and laboratory methodologies.</li> </ul>	<ul style="list-style-type: none"> <li>● Capacity-building activities conducted to enhance partners' skills and knowledge related to ocean monitoring.</li> <li>● Training materials on OA monitoring equipment are developed and tailored to the needs of partners and stakeholders.</li> <li>● Partners and stakeholders receive timely and effective technical support on OA monitoring and methodologies, improving their ability to</li> </ul>

<ul style="list-style-type: none"> <li>• Assist with the identification of capacity-building needs and develop plans to address them.</li> <li>• Contribute to development of capacity-building plans for PICTs to address identified gaps, including recommendations for training, technical assistance, and equipment procurement</li> </ul>	<p>collect and analyze data and make informed decisions.</p> <ul style="list-style-type: none"> <li>• Capacity-building needs are identified and addressed through the development of tailored capacity-building plans for PICTs, including recommendations for training, technical assistance, and equipment procurement.</li> </ul>
<p><b>KRA 3: Partnerships and PICTs Regional Support (20%)</b></p> <ul style="list-style-type: none"> <li>• Assist with the coordination of monthly meetings that connect scientists and stakeholders in the region and promote information sharing on OA monitoring.</li> <li>• Identify and promote best practices in OA monitoring and management by sharing success stories and lessons learned with partners and stakeholders.</li> <li>• Conduct assessments of existing monitoring programs in PICTs and identify gaps in capacity and resources.</li> <li>• Provide support to PIOAC for to secure funding resources for capacity building activities, including equipment, training materials, and technical support.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased participation and engagement in monthly meetings.</li> <li>• Identification, adoption and replication of best practices in OA monitoring and management in PICTs to enhance knowledge exchange among partners and stakeholders.</li> <li>• Development of recommendations and action plans to address identified gaps and needs.</li> <li>• Assessments of existing monitoring programs in PICTs, including resourcing gaps and needs in existing and new monitoring programs to guide targeted interventions to strengthen OA monitoring efforts</li> <li>• Successful funding proposals and awards for capacity-building activities</li> <li>• Availability of necessary equipment, materials, and technical support for capacity-building activities</li> </ul>
<p><b>KRA 4: Communications of OA (10%)</b></p> <ul style="list-style-type: none"> <li>• Assist with the development of communication materials and to effectively distributed and disseminate information about OA to a range of stakeholders.</li> <li>• Contribute to the development and maintenance of a web-based platform that provides up-to-date information on OA, including monitoring data and research findings from around the Pacific region.</li> <li>• Support the development of policy briefs and recommendations based on OA monitoring data and research findings and disseminate these to policymakers and decision-makers at national and regional levels.</li> <li>• Collaborate with other regional and international organizations working on</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully developed and distributed communication materials on ocean acidification (OA) to a diverse range of stakeholders</li> <li>• Contributed to the development and maintenance of a web-based platform with up-to-date, user-friendly, and accessible data for stakeholders, as evidenced by website traffic and user feedback.</li> <li>• Increased uptake and use of OA monitoring data and research findings in policy and decision-making at national and regional levels, as evidenced by feedback from policymakers and decision-makers.</li> <li>• Improved coordination of communication efforts among regional and international organizations working on OA, resulting in a more coherent and impactful message on the issue.</li> </ul>

OA to align communication efforts and amplify messages.	
<b>KRA 5: Support to PCCOS and Divisions (10%)</b> <ul style="list-style-type: none"> <li>Provide support to PCCOS and other divisions, including project partners, when and where needed and within the remit of the role. For example, GEM, ECOP, workshops, Conferences, webinars and other engagements with project partners.</li> </ul>	<ul style="list-style-type: none"> <li>Effective provision of support to PCCOS, other divisions, as well as project partners, in a manner that contributes to the overall objectives of PCCOS and within the responsibilities and scope of the role.</li> </ul>

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)

- Developing and implementing innovative/tailored methodologies based on cross-cutting technologies and latest scientific findings.
- Manage ad hoc requests made outside of the agreed work plan
- Work with people from different backgrounds according to culture and work ethics
- Engaging with practitioners and professionals from sectors and disciplines not related to ocean or climate science

### Functional Relationships & Relationship Skills

Key internal and/or external contacts	Nature of the contact most typical
Key internal contacts are: <ul style="list-style-type: none"> <li>PCCOS team</li> <li>GEM Oceanography and GEM Technical team</li> <li>GEM COSPPac project team</li> <li>Pacific Data Hub</li> <li>FAME Oceanic and coastal fisheries team</li> </ul>	<ul style="list-style-type: none"> <li>Regular contact, in-person or remotely.</li> <li>Potential travels to partners.</li> </ul>
Key external contacts are: <ul style="list-style-type: none"> <li>Member countries</li> <li>International partners (TOF, NOAA, NIWA, Uni of Otago, GOA-ON etc)</li> <li>CROP agencies (SPREP, USP)</li> <li>Regional Partners (PITOA, PacIOOS)</li> <li>Academic Partners (IRD, NIWA, University of Hawaii etc.)</li> <li>Kit recipient's institutions</li> </ul>	<ul style="list-style-type: none"> <li>Coordination and liaison.</li> <li>Regular email contact, and workshop/conference attendance.</li> </ul>

## Level of Delegation

Routine Expenditure Budget: 0 €

Budget Sign off Authority without requiring approval from direct supervisor: 0 €

## 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>• Bachelor's degree in marine science, oceanography, chemistry, environmental science, data management or related fields.</li></ul>	<ul style="list-style-type: none"><li>• Master's degree in marine science, oceanography, chemistry, environmental science, data management or related fields.</li></ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"><li>• At least 3-4 years of experience with scientific instrumentation and data analysis.</li><li>• Experience with conducting OA monitoring and conducting field deployment of OA equipment for example iSAMI.</li><li>• Professional practical experience in Pacific Island environments.</li><li>• Good level of computer literacy, experience with computer programming.</li><li>• Knowledge on physical processes relating to tropical reef-fringed environments in the tropical Pacific.</li><li>• Capable and organized report preparation and communication skills.</li><li>• Strong Analytical skills and ability to master new technology quickly.</li><li>• Demonstrated oral and written communication skills in English.</li><li>• Ability to mentor and provide necessary training and transfer of skills as demanded by the project or the team.</li></ul>	<ul style="list-style-type: none"><li>• Working experience on oceanography projects including in-situ observations, modelling, and data archiving/display.</li></ul>

## Key Skills/Attributes/Job-Specific Competencies

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

Advanced level	<ul style="list-style-type: none"><li>• Ability to comfortably conduct fieldwork using OA instrument (iSAMI, CTD) and the use of appropriate software for analysis e.g QC pH program</li><li>• Sound knowledge of water sampling protocols and analysis to determine physical variables of the ocean.</li><li>• Good level of data processing, analysis and interpretation skills.</li><li>• Good level of translating technical information (for products/reports) to non-technical audiences including transferring knowledge to others on scientific methodologies/approaches</li><li>• Good level of database creation and management.</li><li>• Prepare digital and written reports as well as interpretive products.</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• Management of modelling data and updating online portals with information.</li><li>• Knowledge of Meteorological and weather patterns</li></ul>
Awareness	<ul style="list-style-type: none"><li>• SPC Regulations and Policies</li><li>• Have a broad understanding of the region and its technical and human resource requirements.</li><li>• Familiarity with the various strategies, frameworks, and roadmaps that guide climate change adaptation and disaster risk in the Pacific</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

## 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.