



JOB DESCRIPTION

Job Title:	Pacific Islands Decade Collaborative Centre Coordinator - PCCOS
Division/Programme and Section/Project:	The Pacific Community Centre for Ocean Science (PCCOS)
Location:	Suva, Fiji
Reporting to:	PCCOS Coordinator Partnerships and Engagement
Number of Direct Reports:	0
Purpose of Role:	The position will be responsible for launching and scaling the activities, building resources and expanding the impact of the Pacific Decade Collaboration Center (DCC), to further support the UN Ocean Decade implementation while ensuring alignment with regional priorities and stakeholder needs.
Date:	October 2024

Organisational Context and Organisation Chart

About Us

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 70th 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 aims to achieve 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.

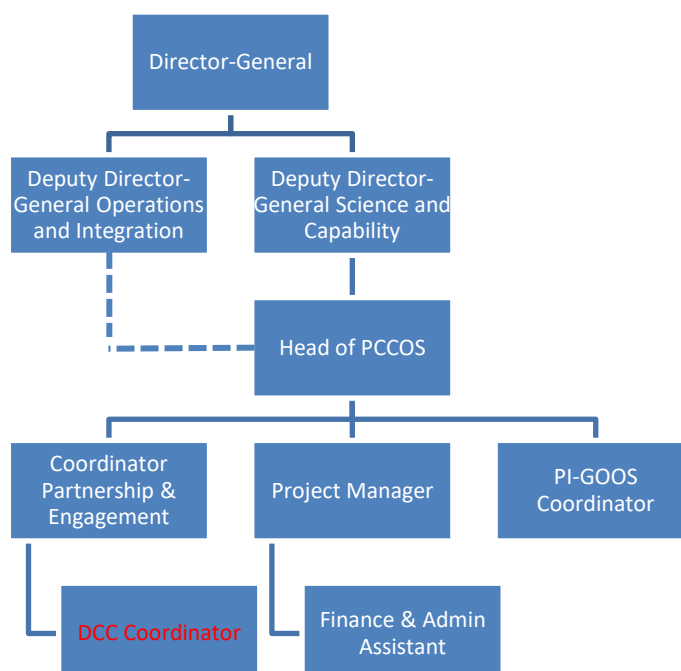
PCCOS is now leading the design of the SPC Ocean Flagship through consultation with SPC divisions and regional partners, as well as coordinating cross-divisional projects, implemented across SPC divisions (FAME, GEM, CCES). PCCOS is also implementing seed-projects/programmes such as the Pacific Islands Ocean Acidification Center (PIOAC), the Pacific Islands Decade Coordination Center (PI-DCC), and the Regional Alliance of the Global Ocean Observing System (PIGOOS), that all have regional coordination mandates.

About the Role

The United Nations (UN) Decade of Ocean Science for Sustainable Development 2021-2030 (referred to as ‘the Ocean Decade’) was proclaimed by the 72nd Session of UN General Assembly (UNGA) in December 2017. The Ocean Decade is being coordinated by the Intergovernmental Oceanographic Commission of UNESCO (IOC-UNESCO) to promote transformational, large-scale change and advance urgent action to move from the ‘ocean we have’ to the ‘ocean we want’. It includes a focus on least developed countries (LDCs), Small Island Developing States (SIDS) and land-locked developing countries (LLDCs).

The Ocean Decade will be supported by contributions from Member States, specialised agencies, funds, programme and bodies of the United Nations, as well as other intergovernmental organisations, non-governmental organisations and relevant stakeholders.

Decade Collaborative Centres (DCCs) are one form of Decade Contribution. DCCs are hosted by institutions engaged in Decade initiatives that are well established and have a global or regional reach. DCCs are legally separate from IOC-UNESCO and operate under the complete responsibility of the establishing entity(ies) subject to the roles and functions identified in a mandate which is jointly agreed with IOC-UNESCO.



Key Result Areas (KRAs):

The position of DCC Coordinator will work in close collaboration with the PCCOS Coordinator Partnership & Engagement and the PCCOS Project Manager and the PI-GOOS coordinator.

The position of **DCC Coordinator** encompasses the following major functions or Key Result Areas:

1. Coordination of Actions and Stakeholder Facilitation and Engagement (30%)
2. Supporting Decade Calls for Action (20%)
3. Monitoring & Reporting (10%)
4. Communications (20%)
5. Mobilisation of Resources (20%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1: Coordination of Actions and Stakeholder Facilitation and Engagement:</p> <ul style="list-style-type: none"> • Liaise with Decade Coordination Unit (DCU) • Engage regularly with Decade Actions that are attached to the DCC, to assist them with guidance and documentation related to data management and data sharing. • Support implementation of the Ocean Decade Data and Information Strategy and its associated Implementation Plan in the region. • Provide technical and logistical support for ocean data management training initiatives among endorsed Decade Actions, such as dedicated workshops or training courses through the Ocean Teacher Global Academy (OTGA). • Organise online and in-person meetings for stakeholder communities to discuss needs and gaps in terms of data, infrastructure and methodologies and explore opportunities to fulfil these needs and provide required support. • Engage regularly with other key infrastructure coordination hubs, namely the DCO for Ocean Observing (GOOS), and the DCC for Ocean Prediction (Mercator Ocean International) to align strategies and efforts, focusing on the entire data value chain. • Maintain an updated list of relevant Decade Actions with a primary or secondary attachment to the DCC including information on relevant contacts, status, partners, and its expected activities and outcomes; • Foster cross divisional collaboration within SPC divisions eg (FAME, GEM, CCES, PDH) 	<ul style="list-style-type: none"> • Regular communication channels with the DCU are established and maintained, and alignment with the overall Ocean Decade goals is ensured through bi-monthly reports or meetings. • Support and guidance to Decade Action teams is provided through regular check-ins, compliance with data management and sharing protocols is ensured. • Organise and facilitate quarterly stakeholder meetings, both online and in-person, to identify and address data management gaps are identified and collaborative opportunities for infrastructure and methodological support are identified. through quarterly stakeholder meetings, both online and in-person. • Ocean data management training workshops tailored to the needs of endorsed Decade Actions are coordinated and delivered annually, in collaboration with OTGA and PI-GOOS. • Relevant activities of the Ocean Decade Data and Information Strategy and its associated Implementation Plan are coordinated. • Coordination across the data value chain is ensured and formal collaboration framework with key infrastructure coordination hubs (GOOS, Mercator Ocean International) are established through regular strategy alignment meetings. • A database of Decade Actions attached to the DCC (including contact information, status updates, partnerships, and expected outcomes) is created, accessible to all

	relevant stakeholders and continuously updated.
<p>KRA#2: Supporting Decade Calls for Action</p> <ul style="list-style-type: none"> On the basis of stakeholder consultations and analysis of existing Decade Actions, contribute information as requested by the DCU to scoping of future Calls for Decade Actions, in close cooperation with the Data Coordination Group; Ensure codesign and regional ownership by stakeholders, so that future Decade Actions prioritise Pacific specific needs and challenges 	<ul style="list-style-type: none"> Long-term partnerships with regional and local stakeholders are built to co-create innovative solutions. Gaps, opportunities, and areas of need within existing Decade Actions are gathered and compiled from stakeholder consultation and DCU is informed for the scoping of future Calls for Decade Actions.
<p>KRA#3: Monitoring and reporting</p> <ul style="list-style-type: none"> Deliver a workplan to the DCU at the start of the assignment (and subsequently, at the start of every year), setting out the DCC's priorities, tasks, goals, and timing for the year. Lead reporting by the DCC in response to requests from the DCU, in compliance with the requirements of the Ocean Decade Monitoring and Evaluation (M&E) Framework, and support attached Decade Actions in fulfilling their M&E responsibilities, where needed. 	<ul style="list-style-type: none"> Robust monitoring and evaluation frameworks are developed and maintained. The effectiveness of initiatives in achieving the Decade's goals and contribution to sustainable development are regularly monitored and assessed.
<p>KRA#4 : Communications</p> <ul style="list-style-type: none"> Contribute to the implementation of the Ocean Decade Communications Strategy Foster understanding, awareness and visibility of Pacific Islands 'contributions to the Ocean Decade by promoting content in relevant digital platforms. Support the Development of relevant communication, advocacy and marketing material and ensure timely dissemination Support Ocean Decade partners on aspects of communication, to ensure that desired standards are met. Support capacity for strategic communications by working with communications to develop toolkits for stakeholders to independently share success stories, increasing visibility of Pacific contributions. 	<ul style="list-style-type: none"> Engaging content across digital platforms are regularly published, highlighting Pacific Islands' success stories and contributions to Ocean Decade initiatives. A series of communication toolkits, including press releases, brochures, and advocacy materials are produced and ensure they are distributed in line with key Ocean Decade events and milestones. Ocean Decade partners are supported to aligning their messaging with Ocean Decade's communications standards.
<p>KRA#5 : Mobilisation of resources</p> <ul style="list-style-type: none"> Develop a projection of resources needs for the DCO for the next 3 years including priorities and proposed prioritisation for resource mobilisation, including climate finance and ocean sustainability related donors. Source and ensure the mobilisation of all relevant resources available in the region (finance, people, technology, infrastructure, data). Contribute to the identification and establishment of new partnerships to attract additional financial and in-kind resources. 	<ul style="list-style-type: none"> A detailed 3-year resource projection plan that outlines financial, human, and technical needs aligned with the DCO's strategic objectives in created. A prioritized resource mobilisation plan that rank needs based on urgency and impact, with clear justifications for each priority area in developed. Commitments for regional resources, including financial support, technical expertise, and infrastructure access are secured. New partnerships with organisations or entities that contribute financial, technological, or in-kind resources to support

	<p>the DCO's objectives are successfully established.</p> <ul style="list-style-type: none"> Expansion of the DCO's network of resource partners is expanding, enhancing its capacity to address funding gaps and technical needs.
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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):

- Multi-tasking in a complex multi stakeholder environment
- High workloads requiring prioritisation in an often-intense environment for time and attention
- Managing administrative needs of donor, SPC and country requirements
- Providing sound and timely technical advice on project finances, procurement and administration requirements
- Providing sound and timely advice on donor agreements, requirements and policies
- Providing capacity building and backstopping support to staff responsible for the financial management and administration of local and remote projects (including both SPC staff and country counterparts).
- Managing cross-sectorial alignment, ensuring consistency across international, regional and local frameworks, particularly when dealing with competing priorities among partners.

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"> Decade Coordination Unit (DCU) and Community of practices Ocean Decade Data Coordination Group CROP Agencies In country Focal Point Development Agencies and International donors 	<ul style="list-style-type: none"> Coordination Mainstreaming Develop support Mobilization of resources
<p>Internal</p> <p>Key internal contacts are :</p> <ul style="list-style-type: none"> PCCOS staff GEM, FAME, CCES, PDH teams 	<ul style="list-style-type: none"> Teamwork, collaborating, advising, receiving and providing technical input Courtesy, giving and receiving information, explaining things to people, clarifying needs Interacting, advising, gaining assistance, resolving minor conflicts, negotiating

Level of Delegation:

Routine Expenditure Budget: EUR 0.

Budget Sign off Authority without requiring approval from direct supervisor: EUR 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"> A postgraduate qualification in ocean science, marine science, maritime affairs, coastal engineering or other relevant discipline or equivalent body of knowledge and experience. 	<ul style="list-style-type: none"> Master's degree in the relevant field

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 7 years of experience in an organisation conducting ocean science Experience in a regional or international organisation Demonstrated experience in project or programme development and management and experience in coordinating groups and networks of diverse stakeholders Fundraising, partnership development and experience in mobilisation of resource Agility and flexibility with ability to meet tight deadlines and manage changing priorities Fluent in English Excellent organisational skills, verbal and written communication skills, and attention to detail Ability to work within a small, multi-disciplinary, multi-cultural team that is geographically spread out 	<ul style="list-style-type: none"> Ability to work under minimum supervision Good team player Good working knowledge of the Pacific Experience in regional and international organisation will be an added advantage Experience with relevant Donor project Knowledge of the Ocean Decade and the work of the Intergovernmental Oceanographic Commission (IOC) of UNESCO Working knowledge of French

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"> Financial systems Professional skills Planning and organising Prioritisation of tasks Project administration and support
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Advanced level	<ul style="list-style-type: none"> • Effective communicator • Attention to detail • Decision making/problem solving • Report writing
Working knowledge	<ul style="list-style-type: none"> • Negotiation
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner

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
- Ability to think and act on initiative
- Highly motivated and strong affinity to teamwork

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 a 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.