



JOB DESCRIPTION

Job Title:	Programme Coordinator – Strategic Engagement and Policy Coordination
Division/Programme and Section/Project (if any):	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
Location:	Suva, Fiji
Reporting to	Deputy Director - Disaster and Community Resilience Programme
Number of Direct Reports:	2
Purpose of Role:	The Programme Coordinator – Strategic Engagement and Policy Coordination will play a crucial role in overseeing the Strategic Engagement and Policy Coordination portfolio within the Disaster and Community Resilience Programme (DCRP). The incumbent will be responsible for ensuring alignment between the Pacific Humanitarian Warehousing Program (PHWP) with DCRP and GEM strategies, workplans, and established project and programme management methodologies and frameworks. This role serves as a key adviser to the Deputy Director DCRP, providing strategic advice and supporting decision-making processes to enhance the overall effectiveness of the Programme. In addition, the incumbent will lead a team that engages in regional policy development, supports regional meetings that DCRP convenes in the disaster risk management and water security portfolios, and manages the work program of the Pacific Ministerial Champion for Disaster Risk Management.
Date:	<i>October 2024</i>

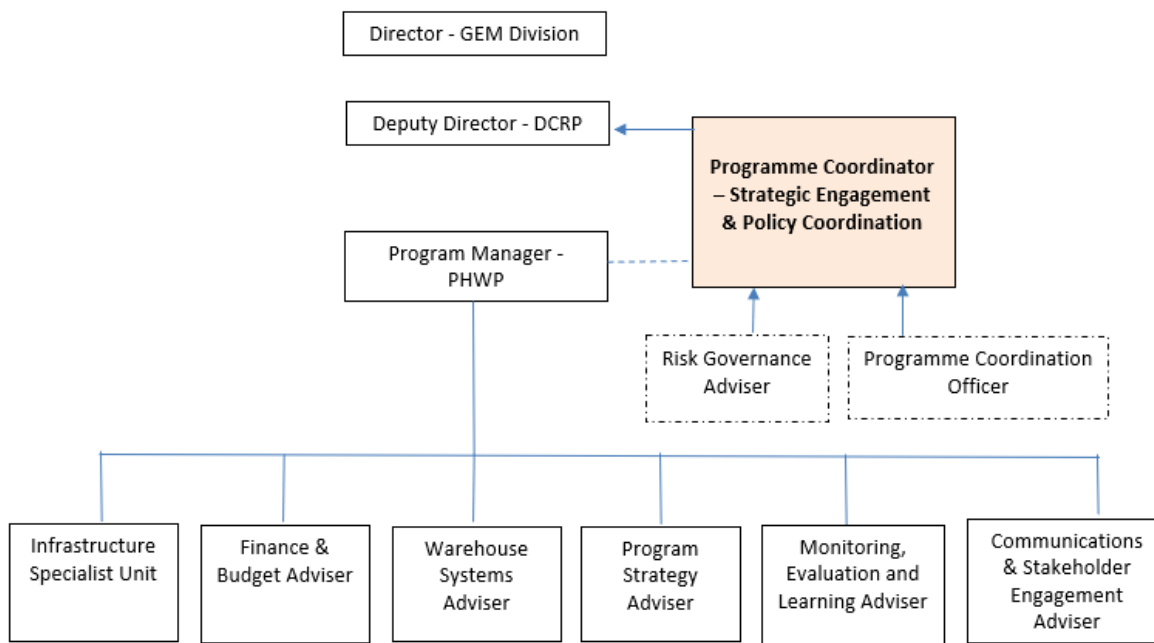
Organisational Context and Organisation Chart

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 26 country and territory members. In pursuit of sustainable development to benefit the Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The SPC GEM Division is one of SPC's largest scientific and technical divisions, with a large staff complement. GEM is dispersed across two SPC campuses in Suva, Fiji. SPC GEM's strength lies in more than 50 years of expertise in the provision of critical data, applied science and technical expertise in seven core thematic areas of focus: disaster and climate risk management; earth and ocean observation; maritime transport services; ocean services and management; sustainable energy security; sustainable geo resources and geo surveys; and water security. The SPC GEM division implements several significant projects and programmes

across four main programme areas: the Disaster and Community Resilience Programme (DCRP), Oceans and Maritime Programme (OMP), Georesources and Energy Programme (GEP), and Earth and Ocean Observation Services (EOO).

This position falls under the DCRP, the largest technical pillar of the SPC GEM Division. DCRP focuses on innovative applied science, technical action and strategic policy engagement that helps Pacific Island Countries and Territories (PICTs) respond to current and emerging priorities in disaster and climate risk management and water security. The Programme leads SPC's work in operationalizing the Framework for Resilient Development in the Pacific (FRDP) by providing coordinated technical support to SPC's members based on national and regional priorities.



Key Result Areas (KRAs):

- KRA 1: Strategic Policy Alignment and Planning (25%)**
- KRA 2: Programme Coordination (20%)**
- KRA 3: Operational Efficiency and Quality Assurance (15%)**
- KRA 4: Partnership and Stakeholder Relations (20%)**
- KRA 5: Support high-level Engagements & Meetings (20%)**

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Strategic Policy Alignment and Planning (25%)</p> <p>Accountable for ensuring that DCRP activities are strategically aligned with the overarching goals and objectives of both the DCRP and the GEM Division, and regional policy frameworks. This includes the responsibility for developing and implementing coherent work plans that reflect organizational priorities and respond effectively to the evolving needs of disaster risk management and water sectors in the Pacific region.</p>	<ul style="list-style-type: none"> • Develops and maintains a comprehensive understanding of DCRP and GEM Division strategies, as well as relevant regional and international policy frameworks, ensuring all programme activities align with overarching goals and objectives. This includes regularly reviewing and updating programme plans to reflect changing priorities and emerging needs in disaster risk management and water sectors across the Pacific region. • Coordinates DCRP engagement and input to regional and international policy development, ensuring relevant data and lessons learned from DCRP activities shape the development of regional and international policy frameworks.

	<ul style="list-style-type: none"> • Coordinates the development of regional policy briefs, technical papers, knowledge products or other information sharing opportunities, drawing on DCRP and GEM Division’s activities and robust research and analytical work. • Leads the development of annual work plans and budgets for DCRP, ensuring they are in line with strategic objectives and available resources. This involves collaborating with team members, stakeholders, and partners to identify priority areas and set realistic targets. • In cooperation with the Programme and Project MEL Advisors, monitors and evaluates the progress of DCRP initiatives against strategic goals, providing regular reports and recommendations for improvements to the Deputy Director - DCRP. This includes developing and implementing performance indicators and conducting periodic reviews to assess DCRP’s impact and effectiveness.
<p>KRA 2: Programme Coordination (20%)</p> <p>Accountable for the effective coordination and integration of all projects within the DCRP portfolio, working in collaboration with project managers and teams within DCRP, GEM Division and across SPC. This encompasses responsibility for supporting smooth project execution, ensuring coherence across various initiatives, and fostering collaborative relationships among team members, partners, and stakeholders to achieve programme objectives.</p>	<ul style="list-style-type: none"> • Coordinates the planning, implementation, and monitoring of multiple projects within the DCRP portfolio, ensuring they are aligned with overall programme objectives and delivered effectively. This includes facilitating project planning sessions and identifying synergies between different initiatives. • Establishes and maintains effective coordination systems and tools to enhance communication, track progress, and facilitate reporting across all DCRP initiatives. This involves implementing collaborative platforms, developing coordination protocols, and ensuring all team members and partners are engaged in the coordination process. • Facilitates collaboration among cross-functional teams and external partners involved in DCRP projects, promoting effective communication, resolving conflicts, and ensuring all parties are working cohesively towards common goals. This includes organizing regular coordination meetings and fostering a culture of shared responsibility and mutual support. • Leads DCRP efforts to strengthen coordination with other Programmes within GEM Division, other divisions within SPC, other CROP agencies and development partners that work in the disaster risk management and water sectors.
<p>KRA 3: Operational Efficiency and Quality Assurance (15%)</p> <p>Accountable for optimizing the operational efficiency of the DCRP and maintaining high-quality standards across all programme activities. This includes the responsibility for developing and implementing standardized procedures, establishing robust quality assurance mechanisms, and driving continuous</p>	<ul style="list-style-type: none"> • Establish and maintain a robust quality assurance framework for DCRP initiatives, including developing quality standards, implementing review processes, and ensuring compliance with relevant policies and regulations. This includes soliciting feedback from stakeholders, and implementing corrective actions as needed. • Identify opportunities for process improvement and innovation within the DCRP, leading initiatives to enhance operational efficiency and

<p>improvement initiatives to enhance the overall effectiveness of the programme.</p>	<p>effectiveness. This involves analyzing current practices, researching industry trends, and piloting new approaches to programme management and delivery.</p> <ul style="list-style-type: none"> • Explore opportunities to get regular feedback from Members, including the Missions/Embassies based in Suva, other CROP agencies, UN agencies and other donor partners, and other programmes and divisions within SPC, with the view to improve DCRP service delivery.
<p>KRA 4: Partnership and Stakeholder Relations (20%)</p> <p>Accountable for building and maintaining strong, productive relationships with all DCRP stakeholders across the Pacific region. This encompasses the responsibility for developing and implementing effective stakeholder engagement strategies, facilitating knowledge sharing and capacity building, and ensuring that the DCRP maintains a positive and influential presence within the disaster risk management and water sectors.</p>	<ul style="list-style-type: none"> • Develop and maintain strong relationships with key stakeholders, including government agencies, NGOs, CROP agencies, donors, and community representatives across the Pacific region. This involves regular communication, organizing stakeholder meetings, and representing the DCRP at relevant forums and events, where required. • Lead the development and implementation of a stakeholder engagement strategy for the DCRP, ensuring effective communication and collaboration with all partners. This includes identifying key stakeholders, developing tailored engagement approaches, and regularly assessing the effectiveness of engagement activities. • Facilitate knowledge sharing and capacity building among DCRP partners and beneficiaries, organizing workshops, training sessions, and other learning events.
<p>KRA 5: Support high-level Engagements & Meetings (20%)</p> <p>Accountable for DCRP's timely support and high-quality advice to the Pacific Ministerial Champion for Disaster Risk Management and coordinate support towards the annual Pacific Regional Disaster Managers Meeting, biennial Pacific Disaster Risk Management Ministers and Senior Officials Meetings, and other related regional meetings supported by DCRP's Water team.</p>	<ul style="list-style-type: none"> • Coordinate and manage the annual work program for the Pacific Ministerial Champion for Disaster Risk Management. • Secretariat support to the annual Pacific Regional Disaster Managers Meeting, including development of the agenda, preparation of key documentation, and all associated meeting documentation. • Secretariat support to the biennial (every 2 years) Pacific Disaster Risk Management Ministers and Senior Officials Meetings, development of the agenda, preparation of key documentation, and all associated meeting documentation. • Coordinate efforts to strengthen the engagement between NDMOs and other government ministries, including Planning, Finance etc. • Explore opportunities to elevate DCRP's work in the disaster risk management and water sectors to other high-level meetings, including the Pacific Islands Forum processes. • Engage with donors to mobilise resources towards the annual workplan for the DRM Champion and the Pacific DRM Ministers Meeting.

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):

- Working across a wide range of project teams and donor partners and the ability to bring together common priorities and lessons learned.
- Balancing DCRP efforts in implementing projects with the outward looking strategic engagement and policy coordination on disaster risk management and water security.
- Timely and high-quality advice and support to Pacific Ministers, Senior Officials and Directors.
- Enhancing programme effectiveness and efficiency.
- Resource mobilisation including the negotiations, development of project concept notes and proposals, project reporting and acquittal and monitoring, evaluation and learning.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External Key external contacts are:</p> <ul style="list-style-type: none"> • SPC Member governments • NDMO and Water Resources Directors • DRM and Water Regional Partners • Regional Partners (UN, PIFS, SPREP, Red Cross Movement) • Civil society groups. • Private sector bodies 	Coordination, liaison, reporting, facilitation, consultation, negotiation.
<p>Internal Key internal contacts are:</p> <ul style="list-style-type: none"> • Director – GEM Division • Deputy Director – Disaster and Community Resilience Programme • Disaster Risk Team Leader • PHWP Programme Manager, PIEMA II Project Manager, BSRP II Project Manager, Water Team • DCRP MEL Adviser and GEM PMEL Team Leader • Risk Reduction Financing Specialist • Advisor for Disaster Risk Management and Community Resilience 	Coordination, liaison, reporting, facilitation, consultation, negotiation.

Level of Delegation:

Routine Expenditure Budget: Nil

Budget Sign off Authority without requiring approval from direct supervisor: 2,000 EUR

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:
Master's degree in a relevant field such as disaster risk management, environmental science, climate change, development studies, project management, or equivalent body of knowledge and experience.	

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • Minimum of 10 years of experience in programme or project management, preferably in the field of disaster resilience or related areas • Strong understanding of disaster risk reduction, climate change adaptation, and community resilience concepts and practices in the Pacific context • Proven experience in programme coordination and management in a multi-cultural environment • Demonstrated ability to develop and maintain strategic partnerships with diverse stakeholders • Excellent leadership, communication, and interpersonal skills • Demonstrated experience in mobilising resources and funding in PICs. • Proficiency in project management tools and methodologies, including budget management and resource allocation • Strong analytical and problem-solving skills, with the ability to think strategically and innovatively 	<ul style="list-style-type: none"> • Formal project management certification (e.g., PMP, PRINCE2) • Experience working with international organizations or development agencies • Familiarity with donor regulations and reporting requirements, particularly those relevant to the Pacific region • Understanding of gender and social inclusion issues in the context of disaster resilience • Familiarity with adaptive management approaches in programme implementation

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"> • Programme management and coordination • Strategic planning and implementation • Stakeholder engagement and partnership building • Communication and interpersonal skills
Advanced level	<ul style="list-style-type: none"> • Leadership and team management • Disaster risk reduction and community resilience concepts • Project lifecycle management • Budget management and financial reporting • Monitoring, evaluation, and learning (MEL) practices • Cross-cultural competence and sensitivity
Working knowledge	<ul style="list-style-type: none"> • Adaptive management techniques • Report writing and presentation skills • Risk management and mitigation strategies • Knowledge management and information systems • Capacity building and training facilitation • Pacific regional knowledge and geopolitical awareness • Climate change adaptation principles
Awareness	<ul style="list-style-type: none"> • Grant writing and donor relations • Gender and social inclusion in development contexts • Data analysis and interpretation

Key Behaviors

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.