



JOB DESCRIPTION

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| Job Title: | Programme Leader – Markets for Livelihoods |
| Division: | Land Resources Division |
| Location: | Suva, Narere Campus Fiji |
| Reporting to: | Deputy Director, Land Resources Division |
| Number of Direct Reports: | 4 direct reports |
| Purpose of Role: | The purpose of this role is to provide overall strategic leadership and management for effective and efficient operations and service delivery for an integrated programme that is focused on improving livelihood resilience through diversification strategies and improving availability, and quality of food supplies to domestic and international markets. This role encompasses development, management and implementation of the programme's work plans resource mobilisation and staff management. |
| Date: | November 2024 |

Organisational Context:

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting sustainable development since 1947. It is an international development organization owned and governed by our 27 country and territory members. We work for the well-being of Pacific peoples through the effective and innovative applications of science and knowledge, guided by a deep understanding of Pacific Island context and cultures. (www.spc.int)

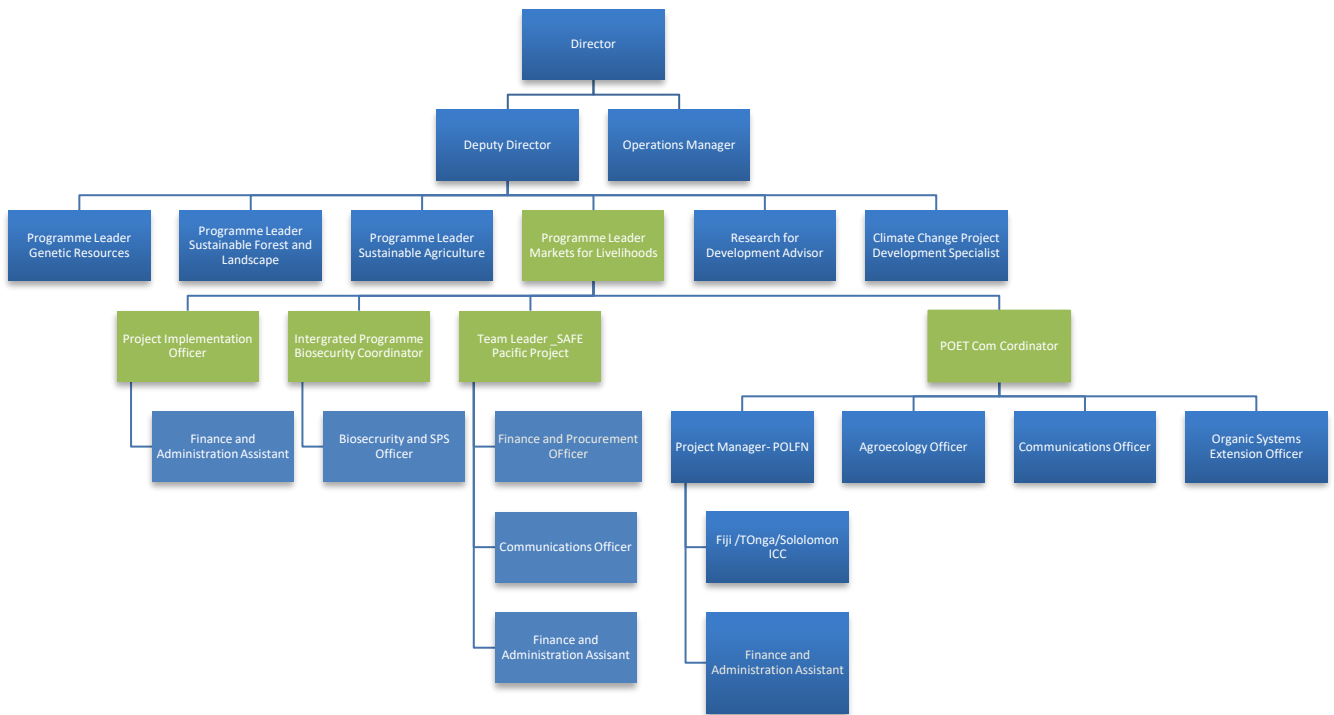
This position is located in the **Land Resources Division (LRD)** which provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities.

LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology, and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals.

The Markets for Livelihoods work theme aims to build resilient farm families to ensure food and nutritional security through improving availability, access, utilization and quality of food supplies in both rural areas and the Pacific Region's burgeoning urban populations. High value crop production and transformation, certified organic agriculture and agri-tourism and agri-preneurship are supported to address these issues, with a prominent focus on youth and

women in the organic sector. Markets are supported through activities that boost access to local and export markets, including strengthening biosecurity, sanity and phytosanitary services and production quality that enhances food security and stimulates farming for market development at the village level.

Organisation Chart



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The position of Programme Leader – Markets for Livelihoods encompasses the following major functions or Key Result Areas for the Land Resources Division:

- KRA 1: Leadership and Programme management
- KRA 2: Resource mobilization
- KRA 3: Technical services and advisory

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

Key Result Areas (KRAs):

| Jobholder is accountable for | Jobholder is successful when |
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| KRA 1: Leadership and Programme management (35%) | |

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| <ul style="list-style-type: none"> • Effective and efficient leadership and management of the Markets for Livelihoods Programme (Pillar 4 of LRD) to ensure effective implementation of project work plans and its effective delivery to member countries in line with SPC and development partner requirements. • Effective leadership oversight of the coordination and management on regional networks within the programmes such as but not limited to PPPO, POETCom • Take lead role and ensure the compilation and reporting requirements (internal and external) of projects and programmes to all relevant stakeholders are delivered on time. • Ensure Pillar meets the relevant MEL reporting requirements and contribute effectively to the results framework. • Lead the overall tracking of the Pillar’s budget execution to ensure individual project budgets are tracking well and effectively manage by the relevant project managers. • Ensure Pillar team members are compliant to relevant SPC corporate requirements including risk management, Human Resources, OHS, Finance. | <ol style="list-style-type: none"> i. Team is well managed and integrated with other LRD pillars and SPC divisions to deliver effective work. ii. All associated projects are developed with stakeholders and in consultation with LRD senior managers and managed effectively with timely implementation within budget. iii. All staff engaged in the Programme are clear on the strategic direction and specific tasks within the Programme. iv. Programme deliveries were appropriate is complying with international standards and resourced to produce outstanding results and the ability to service member PICTs. v. Existing partnerships are maintained and enhanced, and new partnerships are established and implemented. vi. Quality reports are delivered on time. vii. MEL results framework is updated regularly for MEL reporting requirements. viii. Budget execution is on track and teams are tracking individual budgets effectively. ix. Compliance issues are managed with minimal disruption to program delivery. |
| <p>KRA 2: Resource mobilisation (30%)</p> <ul style="list-style-type: none"> • Develop and coordinate multi-disciplinary grant proposals, in close collaboration with other LRD programmes and technical advisers, as well as regional and international partners. • In support of the Director and Deputy Director and in line with the LRD Business Plan, assume a lead in the mobilisation of additional resources to further enhance LRD’s work in the Markets for Livelihoods Pillar. • Ensure technical regional networks such as but not limited to PPPO and POETCom are adequately resourced to deliver its services to the region. | <ol style="list-style-type: none"> i) Hard and soft pipeline of project concepts, positions papers, and investment proposals developed and shared with LRD, and other divisions as appropriated. ii) New funding opportunities to support markets for livelihoods identified and pursued in line with SPC requirements. iii) New technical and funding partnerships are established, secured, and implemented. Existing partnerships are maintained, deepened and enhanced. |
| <p>KRA 3: Technical services and advisory (35%)</p> | |

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| <ul style="list-style-type: none"> • Contribute to policy analysis and timely responses to Director/ Deputy Director LRD, senior management team, member PICTs and other international organisations on Markets for Livelihoods development in the region. • Ensure there is appropriate information and knowledge products to support development of evidence-based policies. • Ensure timely provision of strategic technical advice and appropriate technical assistance and support to member PICTs and key international stakeholders on markets for livelihoods, certification schemes, quality management, and agri-tourism, agri-preneurship. • Investigate / promote approaches for improving value add and reducing transaction costs for improving markets. • Develop and operationalize sustainable integrated programmes for effective provision of biosecurity and agricultural trade technical services and advisory. | <ul style="list-style-type: none"> i) Policy briefs and innovative regional program proposals and solutions are researched, in line with key national / regional strategic priorities and make policy recommendations. ii) Joint analyses of Information, communication and knowledge products and impact pathways. iii) Capacity provided to staff of the program and key staff within the Pacific Region. iv) Technical advice and services are provided in an effective and timely manage. v) Technical services to member PICTs are prioritized based on LRD – SPC and priorities and country programmes and cost effectiveness. vi) Technical advice and assistance provided in an effective and timely manner and in line with the LRD strategy for the implementation of its business plan. vii) Provide and update records and information on the Program, including training, for purposes of Strategic Planning and Learning Division. |
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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):

- Ensuring activities are effective, efficient, relevant and sustainable and resourced given its nature and complexity.
- Establishing impact pathways and measuring impacts of activities require robust monitoring, evaluation and learning processes, effective knowledge management systems and partnership mechanisms to ensure continuous feedback amongst project teams, stakeholders and between countries.
- The limited research capacity of human resources and high staff turnover in some of the countries can affect project implementation especially with projects requiring technical research skills.

Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
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| <p>External</p> <ul style="list-style-type: none"> • PICT Governments and other national stakeholders • Private companies, research institutes, training institutes • Donors and development partners | <ul style="list-style-type: none"> • Policy advice on Markets for Livelihoods and development interventions • Partnerships/collaborations on identification and implementation of best practices • Collaboration and joint approaches for complementary project activities and on- |

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| <ul style="list-style-type: none"> • International agencies such as FAO, IFAD, DFAT, • CROP agencies and other regional bodies and associations • NGOs | <p>going/planned activities with those of other stakeholders</p> <ul style="list-style-type: none"> • Representation of PICTs' interests and priorities • Collaboration, partnerships and the promotion of joint events |
| <p>Internal</p> <ul style="list-style-type: none"> • SPC Executive • Director LRD • Other LRD Programme Leaders and Technical Advisers • LRD and SPC staff | <ul style="list-style-type: none"> • Liaising on the future direction of the programme and matters requiring CRGA's and Conference's endorsement • Advice on direction and implementation of Markets for Livelihoods programme in line with LRD strategic direction • Integrated approach to implementation of LRD business plan requiring closer working relationship with the other LRD programmes. • Contribute to the delivery of the division's business plan |

Level of Delegation:

Routine Expenditure Budget: **150,000 EUR annually**

Budget Sign off Authority without requiring approval from direct supervisor: **up to 2,000 EUR commitment**

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: |
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| <ul style="list-style-type: none"> • A master's level degree agriculture or international development. • Demonstrated experience in project or program management role within a regional/international organisation. | <ul style="list-style-type: none"> • Masters in agriculture, or relevant field in natural resource management |

Knowledge/Experience

| Essential: | Desirable: |
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| <ul style="list-style-type: none"> • Minimum of 12 years of experience in a similar role or demonstrated project management and staff supervision experience. • Expertise in research and implementation of interventions in agricultural supply chains. • Expertise in extension and understanding of the obstacles facing smallholder farmers and development of agricultural clusters • Understanding of national and regional issues related to sustainable agricultural production. • Experience in computational and statistical tools for the management of agricultural information. • Demonstrated ability to publish in international peer-reviewed scientific journals. • Experience in fundraising, proposal preparation and project management. • Excellent interpersonal skills and proven ability to motivate inspire and promote teamwork in an interdisciplinary, multicultural, and regional context. • Proficiency in spoken and written English with excellent communication skills. | <ul style="list-style-type: none"> • Demonstrated experience in a senior management role within a public service or regional/international research organisation. • Demonstrated understanding of emerging issues relating to Climate Change, Sustainable Production Intensification and Markets. |

Key Skills/Attributes/Job Specific Competencies

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

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| Expert level | <ul style="list-style-type: none"> • Coordinating and negotiations • Report writing, planning and organising • Research and analysis with in-depth knowledge in at least one of the sectors |
| Advanced level | <ul style="list-style-type: none"> • Interpersonal skills • Attention to detail with high computer literacy • Communication and responsiveness to needs of stakeholders • Advocacy with demonstrated initiative and ability to think laterally to identify innovative solutions |
| Workingknowledge | <ul style="list-style-type: none"> • Using data and information management systems • SPC SP, LRD Business Plan • Country agricultural policies and plans and national strategic action plans |
| Awareness | <ul style="list-style-type: none"> • SPC policies and procedures • LRD office procedures |

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Commitment/Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus

- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

Personal Attributes

- A good understanding of the cultures and the working environment in member countries and the ability to be proactive in developing new ideas to serve and to address the needs of member countries.
- High level of professional integrity and ethics.
- Excellent communication skills with fluency in verbal and written English are essential to communicate with member country governments and other regional and international organisations. Knowledge of other languages spoken in the region is an asset.
- Strong computer literacy, preferably with Microsoft programs [Word, Excel, Access, Outlook, PowerPoint] and ability to use e-mail and the Internet. Knowledge of other programs such as Adobe and MapInfo and an understanding of spreadsheet and database principles would be an advantage.
- Motivational skills with professional initiative and good work ethics with demonstrated ability to take initiative and draft succinct, simple and understandable implementation plans.

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.