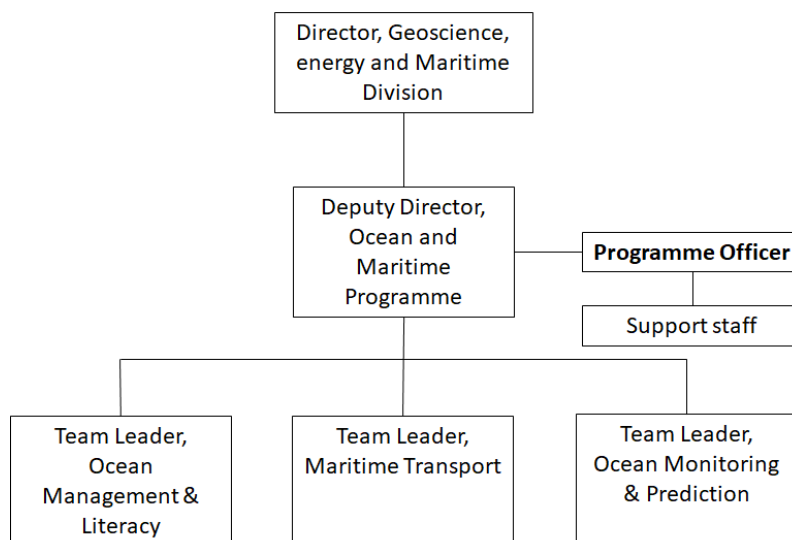




## JOB DESCRIPTION

<b>Job Title:</b>	<b>Programme Officer</b>
<b>Division/Programme and Section/Project (if any):</b>	GEM, Ocean and Maritime Programme
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Deputy Director, Ocean and Maritime Programme
<b>Number of Direct Reports:</b>	1-2
<b>Purpose of Role:</b>	The <b>Programme Officer</b> is responsible for providing support in the planning, implementation, and evaluation of projects and team activities across the Ocean and Maritime Programme. This includes developing costed work plans, allocating resources, monitoring progress, and ensuring compliance with policies and processes. The Officer will also engage with stakeholders, support procurement processes and contracts of consultants, and maintain accurate project documentation. The successful candidate will have strong communication and interpersonal skills, the ability to manage competing priorities, and the ability to make decisions and solve problems of moderate scope and complexity. This role requires a team player who is committed to delivering results and facilitating continuous learning with a dynamic and diverse group of stakeholders.
<b>Date:</b>	February 2024

### Organizational Context and Organization Chart



**Key Result Areas (KRAs):**

**KRA 1 (35%):** Programme planning, implementation, and monitoring support

**KRA 2 (35%):** Stakeholder engagement and coordination

**KRA 3 (20%):** Documentation and contract management

**KRA 4 (10%):** People Management and Support

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>KRA#1 (35% weight)</b> <b>Programme planning, implementation, and monitoring support</b></p> <ul style="list-style-type: none"> <li>• Develop detailed team plans, including schedules, budget updates, and costed workplans</li> <li>• Assess project requirements and risks, and incorporate this information into the project plan</li> <li>• Facilitate the allocation of project resources, including personnel, equipment, and materials</li> <li>• Monitor team’s progress and suggest corrective action as necessary to keep the projects on track</li> <li>• Ensure projects are compliant with policies, processes, and project management standards</li> <li>• Develop solutions to problems of moderate scope and complexity</li> <li>• Plan and schedule tasks to accomplish activities according to the workplan</li> <li>• Prepare regular programme updates for stakeholders and respond to their feedback</li> <li>• Support monitoring and evaluation activities and actively collect data to show progress against project goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive costed project workplans that outlines the project schedule, budget, and activities.</li> <li>• Programme-level tracking tool and dashboard</li> <li>• Effective project resource allocation, including personnel, equipment, and materials.</li> <li>• Effective risk management and mitigation strategies</li> <li>• Compliance with SPC policies and processes and donor requirements</li> <li>• A motivated and engaged teams working towards programme goals according to the workplan and GEM business plan.</li> <li>• Accurate and engaged tracking and monitoring of project progress, including regular project updates, team meetings, and reports.</li> <li>• Evidence-based project evaluation and continuous learning</li> </ul>
<p><b>KRA#2 (35% weight)</b> <b>Stakeholder engagement and coordination</b></p> <ul style="list-style-type: none"> <li>• Regularly communicate with stakeholders and collect feedback, including regular project updates, progress reports, and meeting minutes</li> <li>• Suggest necessary changes to the project plans and schedules based on stakeholder and team’s feedback</li> <li>• Support strong relationships with stakeholders, including government agencies, community organisations, and private sector partners</li> </ul>	<ul style="list-style-type: none"> <li>• Strong relationships with stakeholders, including government agencies, community organizations, and private sector partners</li> <li>• Regular and effective communication with stakeholders, including programme updates, progress reports, and meeting minutes</li> <li>• Responsiveness to stakeholder feedback and concerns, including making necessary changes to the project plan based on stakeholder feedback</li> <li>• Effective management of stakeholder expectations, including addressing any issues or concerns promptly and transparently</li> </ul>

<ul style="list-style-type: none"> <li>• Assist with the management of stakeholder expectations effectively, including addressing any issues or concerns promptly and transparently</li> <li>• Facilitate team meetings and knowledge sharing among project team members</li> </ul>	<ul style="list-style-type: none"> <li>• The development of strategies and frameworks is supported internally and at the regional level</li> </ul>
<p><b>KRA#3 (20% weight)</b> <b>Documentation and programme management support</b></p> <ul style="list-style-type: none"> <li>• Support procurement processes and manage contracts of consultants</li> <li>• Support development of concepts and proposals and prepare documentation and budgets for resource mobilisation and reporting</li> <li>• Manage donor and partner requirements and documentation, including support for agreements and contracts</li> <li>• Maintain accurate and up-to-date project documentation and file structures</li> <li>• Ensure that best practice project and programme management tools including boards, logs, and registers are in place and updated</li> <li>• Ensure that project records are complete and filed appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Effective management of procurement processes and contracts of consultants</li> <li>• Compliance with donor and partner requirements, management and tracking of reporting requirements of agreements and contracts</li> <li>• Accurate and up-to-date project documentation and visuals are readily available</li> <li>• Contributing experts and consultants are effectively administered</li> <li>• Informed project team and accessible high-quality project documents</li> <li>• Complete and filed project records and archives.</li> <li>• Resource mobilisation efforts are supported</li> </ul>
<p><b>KRA 4 (10% weight)</b> <b>People Management and Support</b></p> <ul style="list-style-type: none"> <li>• Manage direct reporting staff (Finance and Administrative Assistants and/or short-term support staff), specifying objectives, schedules, and budgets, to ensure they perform their duties and fulfil project requirements</li> <li>• Engage programme Administration and Finance Assistants in a community of practice</li> <li>• Assess knowledge gaps against service delivery and (when possible) individual aspiration to ensure optimal and continuous staff development</li> <li>• Monitor, mentor and report on progress and deal with staff problems/issues</li> <li>• Conduct staff performance evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Operational and technical guidance is provided to staff and documented as per SPC's performance assessment scheme.</li> <li>• Admin and finance support staff across the Programme participate have an effective and supportive community of peers.</li> <li>• Staff that report directly or contribute to team or project activities are utilised effectively and are motivated and committed.</li> <li>• Staff, including project managers, acquire new skills and knowledge.</li> <li>• Performance Development System processes are completed.</li> <li>• Yearly staff development plan is developed for project management and each staff and used as a monitoring tool.</li> <li>• The team's technical skills consistently grow and is aligned to the current and upcoming needs of SPC's member countries.</li> <li>• Divisional project management capabilities are enabled.</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):

- Ensuring quality of work: Ensuring that the work of the Programme teams is tracking well and of high quality can be challenging, especially when working with multiple contractors and stakeholders.
- Facilitating communication: Regularly communicating with stakeholders and providing regular updates can be challenging, especially when working with a diverse group of stakeholders across different organisations and countries with competing priorities.
- Managing programme risks: Identifying and managing risks can be challenging, especially when working with multiple complex projects across teams. The jobholder will need to have strong analytical skills and be able to develop solutions and provide corrective action as necessary to keep the projects on track.

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Consultants</li> <li>• Contributing Experts</li> <li>• Technical country counterparts</li> <li>• Director/manager level in-country contacts at national and sector government agencies</li> <li>• Administrators or Activity managers at CROP organizations and OPOC</li> <li>• Recipient communities in the countries</li> <li>• Media (national and regional)</li> <li>• Meeting venues, hotels, transport companies</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation and reporting.</li> <li>• Direct national liaison</li> <li>• Service provision and support</li> <li>• Stakeholder relations and comms support</li> <li>• Reporting, liaising, facilitating, and coordination of programme support and activities.</li> <li>• Supporting regional meetings, including routine WG for the 2050 Implementation Plan, and others</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Programme level teams from other Divisions and PCCOS team</li> <li>• MEL team</li> <li>• Communication team</li> <li>• Procurement and Finance</li> <li>• Technical advisers</li> <li>• Finance and administration assistants</li> <li>• Finance officers</li> <li>• Team Leaders</li> <li>• Deputy Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration, giving and receiving information.</li> <li>• Close engagement for problem solving toward common goals.</li> <li>• Providing updates, reporting, liaising</li> <li>• Planning and facilitating meetings</li> <li>• Coordination of programme tasks and campaigns</li> </ul>

### Level of Delegation:

Routine Expenditure Budget: nil

Budget Sign off Authority without requiring approval from direct supervisor: nil

## Personal Specification:

### Qualifications

Essential:	Desirable:
Bachelor's degree in a relevant field, such as management, business administration, or progressive relevant work experience	Project management certification

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• 5 years of experience in project management or a related field, with experience in programme-level planning and implementation.</li> <li>• Solid experience working in regional/international organisations to deliver donor-funded projects in the Pacific region.</li> <li>• Demonstrated experience with the implementation of multi-sector projects in a cross-cutting field such as climate change.</li> <li>• Experience with multi-stakeholder participatory and consultative approaches.</li> </ul>	Experience in resource mobilisation and sustainable financing

### 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"> <li>• Project management and planning</li> <li>• Stakeholder engagement and management</li> <li>• Risk management and mitigation</li> <li>• Contract and procurement management</li> <li>• Problem solving of moderate complexity</li> <li>• Documentation and record keeping</li> <li>• Meeting logistics and stakeholder support</li> <li>• Computer skills working with Microsoft Office, Power BI, and Teams</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Programme management methodologies</li> <li>• Communication and interpersonal skills</li> <li>• Organizational and time management skills</li> <li>• Compliance with regulations and standards</li> <li>• Data analysis and interpretation</li> <li>• Development of regional plans and strategies</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• workplan scheduling and resource allocation</li> <li>• Change management and project adaptation</li> <li>• Presentation and report writing skills</li> <li>• Monitoring and evaluation</li> <li>• Financial management and budgeting</li> <li>• Pacific regional frameworks, strategies, and development challenges</li> </ul>

Awareness	<ul style="list-style-type: none"> <li>• Trends and developments in programme and project management</li> <li>• Donor and partner requirements and expectations</li> <li>• Knowledge management and continuous learning</li> <li>• Cultural sensitivity and diversity awareness</li> </ul>
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### **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

### **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.