



Pacific  
Community  

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Communauté  
du Pacifique

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Implementation Officer</b>
<b>Division</b>	Land Resources Division, Public Health Division
<b>Location:</b>	Suva, Narere Campus, Fiji
<b>Reporting to:</b>	One Health Coordinator
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	The purpose of this role is to support the implementation of the USAID-SPC Global Health Security (One Health) program through supporting activity management and coordinating the planning, monitoring, evaluation and learning of the program.
<b>Date:</b>	July 2024

### Organisational Context and Organisation Chart

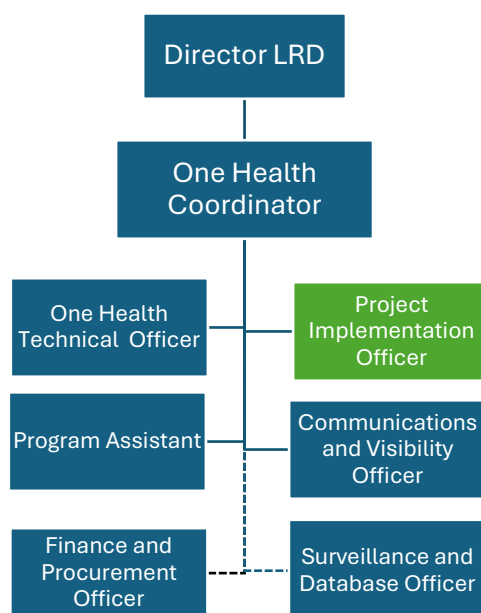
SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into **integrated programmes**. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century and work together with our members and achieve impact for Pacific people.

'One Health' is an approach to designing and implementing programmes, policies, legislation, and research in which multiple sectors communicate and work together to achieve better public health outcomes (WHO). The use of the One Health approach is so important in our daily lives as human, animal and environmental health are inextricably linked through the ecological realities governing life. The foundation of One Health is communication, coordination, and collaboration among human, animal, environmental health, and other relevant partners at national, regional, and international level.

The USAID in collaboration with SPC has developed a five-year initiative that seeks to strengthen Pacific Island disease prevention, detection and response capabilities. Under this activity, USAID and SPC will establish a GHS regional governance and technical coordination platform, develop One Health policies, tools and training for technical staff and stakeholders, support emergency outbreak preparedness and response activities, strengthen laboratory surveillance capacities through technical assistance and material support, and improve biosafety and biosecurity prevention and response planning across the region. Through reducing the threat of future infectious disease outbreaks, USAID’s new program will contribute to regional health systems strengthening and resilience building efforts.

The Project implementation officer will provide key support to the program through the coordination of activities, quality reporting assurance, stakeholder management and



**Key Result Areas (KRAs):**

The **Project Implementation Officer** will provide support to the program under the below Key result areas (KRA)

- KRA 1: Program activity management (40%)
- KRA 2: Program Monitoring, Evaluation and Learning (MEL) (40%)
- KRA 3: Stakeholder Management (20%)

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<b>KRA 1: Program activity management (40%)</b>	
<ul style="list-style-type: none"> <li>• Support the One Health Coordinator with the planning and implementation of program activities including establishing annual and/or periodic workplans, budgets and activity schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Program workplans are prepared in a timely manner and well monitored.</li> <li>• Risks and challenges are identified well in advance and highlighted to relevant manager/staff members.</li> <li>• Donor is well informed of progress of</li> </ul>

<ul style="list-style-type: none"> <li>• Actively take on program main focal point role should the One Health Coordinator be unavailable.</li> <li>• Ensure that all activities are in line with the funding agreement and comply with donor and SPC requirements.</li> <li>• Ensure that all activities are aligned where possible to LRD and PHD business plans and SPC objectives.</li> <li>• Program progress information is provided on a timely basis and analysed to inform reporting and management decision making.</li> <li>• Assist the One Health Coordinator with preparation and compilation of program briefs, program reports for donor submissions and key stakeholder meetings.</li> <li>• Ensure that activities are well linked to the program log frame and budget for ease of reference and reporting.</li> <li>• Work closely with the One Health Coordinator and national focal points to identify priorities and implement key actions.</li> <li>• Provide secretarial support services to governance or steering committee meetings when required.</li> <li>• Prepare relevant documentations for meetings, workshops, dialogues and other program events.</li> <li>• Liaise and communicate with partners and relevant stakeholders for protocol and logistical arrangements for meetings, workshops, trainings, etc</li> <li>• Support the One Health Coordinator to convene the program steering group, donor meetings, sub-regional steering committee meetings, and other regional events for the program as relevant.</li> <li>• Represent the program in key meetings / forums and</li> </ul>	<p>program.</p> <ul style="list-style-type: none"> <li>• Program activities are implemented within given timeframes</li> <li>• Effective working relationships are established and maintained with country counterparts, donor representatives, partner organizations and relevant programs, including those implemented by SPC.</li> <li>• Information is shared on progress and outcomes of the program with key stakeholders.</li> <li>• The program is represented effectively by SPC and partners at national and sub- regional meetings.</li> </ul>
<p><b>KRA 2: Program Monitoring, Evaluation and Learning (MEL) (40%)</b></p>	
<ul style="list-style-type: none"> <li>• Work closely with the PMEL Advisers of LRD and PHD to design and implement a MEL Plan (MEL framework and calendar) for the program that is clear and succinct and in line with SPC, Divisions and donor requirements.</li> <li>• Assist the coordinator with monitoring of the program workplans and MEL plan and ensure any changes required are put through the</li> </ul>	<ul style="list-style-type: none"> <li>• Program MEL Framework is confirmed/validated with donor</li> <li>• Program staff and beneficiaries are aware of the program MEL framework and requirements</li> <li>• Work closely with the One Health coordinator to track the progress of the MEL framework and calendar</li> </ul>

<p>relevant processes for endorsement and approval.</p> <ul style="list-style-type: none"> <li>• Ensure that the program risk management plan is monitored and updated on a timely basis</li> <li>• Conduct field monitoring.</li> <li>• Support the development of the progress reports against program indicators.</li> <li>• Collate and maintain all program data collected through trainings/workshops/meetings for analysis and reporting purposes</li> <li>• Support the identification and documentation of performance/impact stories for communication products</li> <li>• Support the collation and documentation of lessons learned</li> <li>• Develop necessary MEL tools to track activity implementation, analyse and visualise data, document and share lessons</li> <li>• Sensitise program staff about MEL Plan and tools amongst others</li> <li>• Organise program learning events, meaningfully engaging beneficiaries.</li> <li>• Works closely with the One health coordinator to prepare and organise baseline s, mid-term and end of term evaluations.</li> <li>• Ensure that all MEL records/Means of verification are stored in hard and electronic files in line with LRD and SPC filing system standards</li> </ul>	<ul style="list-style-type: none"> <li>• Program staff of LRD and PHD, beneficiaries and donors are sensitised and kept informed about the progress and performance of the program</li> <li>• Program MEL milestones are successfully organised, in time</li> <li>• Program data and MEL reports are well analysed and prepared for disseminating to relevant stakeholders</li> <li>• Program lessons, risks and results are well documented and shared in time.</li> </ul>
<p><b>KRA 3: Stakeholder Management and effective collaborations (20%)</b></p>	
<ul style="list-style-type: none"> <li>• Provide support to the One Health coordinator to map key stakeholders and develop and maintain effective relationships and open channels of communication.</li> <li>• Seek out and actively manage key internal and external stakeholder relationships based on open and regular discussions and feedback, to ensure effective interface between program development, planning, service design and policy implementation.</li> <li>• Ensure that a detailed database of key stakeholders is maintained and updated regularly.</li> <li>• Work effectively with team members towards mutual continued development and provide feedback to each other on program work undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>• The program maintains its connections with stakeholders well.</li> <li>• Stakeholders are fully informed of program activities.</li> <li>• Database is maintained regularly</li> <li>• The program is well represented in relevant forums</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure that the program is represented in any relevant SPC stakeholder consultations / forums that may affect operations</li> </ul>	
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***The performance requirements of the Key Result Areas are broadly described below.***

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):**

<ul style="list-style-type: none"> <li>• Work closely and in a coordinated way with partner countries and relevant SPC teams to implement program activities.</li> <li>• Excellent program management and networking skills.</li> </ul>
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**Functional Relationships & Relationship Skills:**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<b>External:</b> <ul style="list-style-type: none"> <li>▪ Focal points in Program partner countries</li> <li>▪ National government focal points</li> <li>▪ Private enterprises</li> <li>▪ NGOs</li> <li>▪ Donor partners</li> <li>▪ One Health external stakeholders</li> <li>▪ External consultants</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implementation of program activities, information sharing</li> <li>▪ Consultations, discussions, collaborative work</li> <li>▪ Data collection</li> </ul>
<b>Internal:</b> <ul style="list-style-type: none"> <li>▪ GHS program team</li> <li>▪ PHD/LRD PMEL Advisers, Finance Team Leaders, Communications teams</li> <li>▪ LRD / PHD staff members and management</li> <li>▪ SPC Corporate teams (Finance, Procurement, HR, ICT)</li> <li>▪ SPC Flagship program teams</li> <li>▪ Other SPC technical Divisions with cross cutting thematic areas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Activity implementation</li> <li>▪ Information sharing</li> <li>▪ Collaborative works</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>A degree in project management, business administration, international development, evaluation, or other relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Project management certification</li> </ul>

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>At least 8 years of practical experience in international development, MEL and/or project management areas</li> <li>Strong understanding and experience in the project management cycle, including log frames, MEL and risk management.</li> <li>Demonstrated experience in relationship building and working with a wide variety of stakeholders.</li> <li>Excellent communications and report writing skills.</li> <li>Excellent team player and experience working in a multicultural environment.</li> </ul>	<ul style="list-style-type: none"> <li>Sound knowledge of the pacific context.</li> <li>Good donor funded program experience specifically with USAID</li> </ul>

**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>Excellent analytical and writing skills.</li> <li>Stakeholder engagement and communication</li> <li>Sound technical advice</li> <li>Able to think strategically and apply operationally</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>Solid understanding of the context of the pacific development landscape and key stakeholders.</li> <li>Excellent program management and development.</li> <li>Demonstrated work in multi-cultural environments.</li> <li>Prioritising and task coordination</li> <li>Efficient utilisation of program resources</li> </ul>

	<ul style="list-style-type: none"> <li>• Adaptable to change</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Monitoring and evaluation of program activities</li> <li>• Knowledge of corporate affairs</li> <li>• Good leadership, interpersonal and communication skills</li> <li>• A prominent level of computer literacy</li> <li>• Gender and social inclusions</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPC Policies and procedures</li> <li>• Effective in multidisciplinary, cross-cultural environment</li> <li>• Stakeholder awareness</li> <li>• Confidentiality of information</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
- Building Individual Capacity

**Personal Attributes**

- Ability to think strategically and translate this into operational practices
- Strong People Leadership Capability with an ability to handle conflict situations between staff
- Ability to work collaboratively and innovatively towards achieving common goals
- Excellent motivation skills
- Adaptable to change
- Respect for SPC corporate values
- Resilience

**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.