



JOB DESCRIPTION

Job Title:	Project Implementation Officer, Water Security Projects
Division/Programme and Section/Project (if any):	Disaster and Community Resilience Programme, Geoscience Energy and Maritime (GEM) Division, Suva Regional Office
Location:	Suva, Fiji
Reporting to:	Water Security Projects Manager (WSPM)
Number of Direct Reports:	None
Purpose of Role:	The Project Implementation Officer will be responsible for working closely with beneficiary country project counterparts, collaborating under various Water Security projects to plan, budget, implement, report, undertake procurement and contract management, support quality monitoring, evaluation, research, and learning (MERL), prepare for, hold National Steering Committee (NSC) meetings and roll out local stakeholder communications, engagement and visibility activities. Includes supporting the strengthening of local project management systems and pulling in technical expertise from across the Disaster and Community Resilience Programme (DCRP) and SPC, as necessary.
Date:	January 2024

Organisational Context and Organisation Chart

The Pacific Community (SPC) works alongside its Member Countries to better understand and overcome the challenges faced by communities seeking to improve access to safe drinking water. A significant part of this work focuses on supporting water security of atoll communities, as part of a broader *Pacific Partnership for Atoll Water Security*. This work is supported by a suite of donor-funded projects, including the sub-regional *Managing Water Scarcity through Strengthened Water Resources Management* project (or “Water Scarcity project”). This project was developed by SPC and New Zealand Ministry of Foreign Affairs and Trade (MFAT) in close consultation with the participating atoll countries of the Cook Islands, Kiribati, the Marshall Islands, Tokelau and Tuvalu in response to ongoing water scarcity issues experienced by outer island communities.

The project builds upon the achievements, learnings, and community of practice established through the *Strengthening Water Security of Vulnerable Island States (SWSVIS)* project, also funded by MFAT and implemented by atoll countries and SPC from 2015 to 2019. This initial project supported a range of activities

to strengthen local capacity to anticipate, prepare for and respond to the impacts of drought: bringing together efforts across a range of sectors including water agencies, disaster management and meteorological services.

The Water Scarcity project represents a new phase of investment made possible by funding available through MFAT's "Water Security Strategic Approach" to the climate change-related water security challenges faced by Pacific Island Countries. The project represents a significant scaling up and refocusing of the activities implemented under the SWSVIS project, providing increased support to water-scarcity communities to actively manage water resources to improve resilience.

The project supports investment plans developed by participating countries that focus on: the rehabilitation and/or improvement of essential water capture and storage infrastructure; the development and implementation of water monitoring, assessment and management systems; and the delivery of training on sustainable management of water infrastructure and resources. The implementation of country activities will be carried out through a mixture of implementation modalities including sub-recipient Grants, direct SPC procurement and SPC technical assistance. In recent months the project has expanded to also support activities in the raised limestone countries of Nauru, Niue and Tonga, with associated investment plans under development.

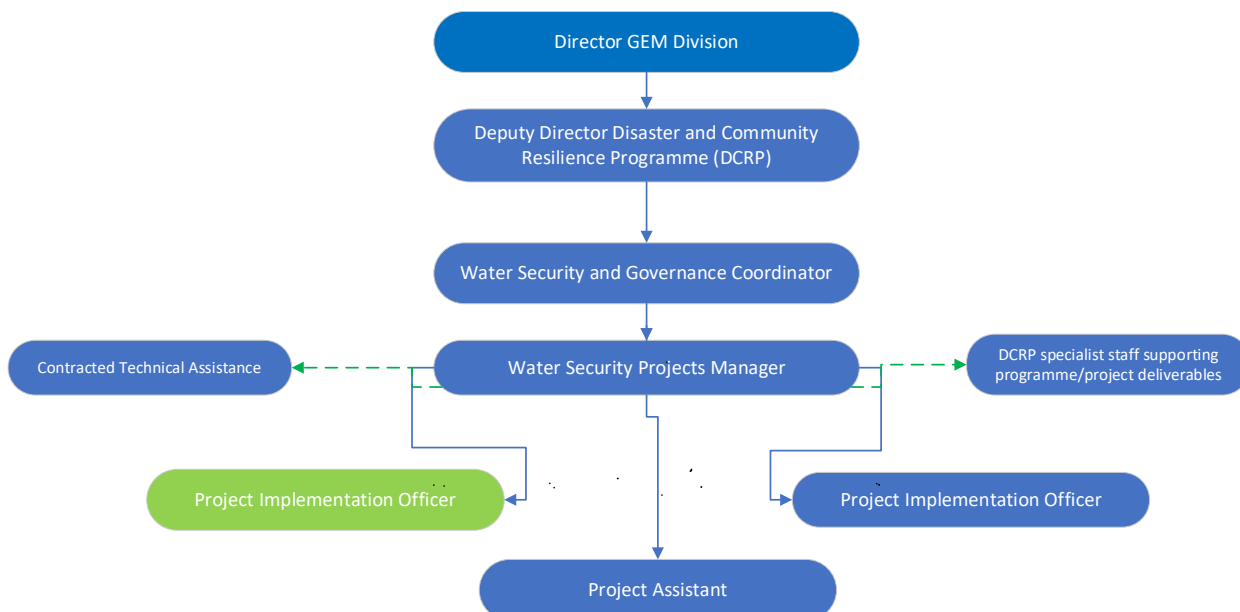
Other atoll-focused water security projects implemented by SPC include the *Vaituipu Water Security* project (Tuvalu), the Tuvalu Integrated Water Resources Management (IWRM) project.

The Pacific Community

The position will be based within the SPC as the nominated partner organisation to deliver the Water Scarcity project and other related water security projects. SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. As an international development organisation owned and governed by our 26 country and territory members, SPC works 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 recently brought together its efforts in disaster risk reduction and water and sanitation, along with relevant climate change adaptation and natural resource management initiatives, into an integrated Disaster and Community Resilience Programme (DCRP). Part of SPC's Geoscience, Energy and Maritime (GEM) Division, the DCRP was formed to better support our Member Countries achieve their sustainable development goals through evidence-based action and partnerships for resilience. By bringing these related areas together, the DCRP is focusing SPC efforts to support Member Countries to demonstrate strengthened resilience through integrated actions on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation. The DCRP delivers this work through a series of projects and programme funding, coming together through integrated programmatic delivery (<https://gem.spc.int/key-work/DCRP>).

The overall supervision of the project will be the responsibility of the Deputy Director of DCRP, with the support of DCRP's Water Security and Governance Coordinator (WSGC). The project Implementation Officer will be part of the project team that manage and deliver project deliverables not only for the Water Scarcity Project but other Water Security related projects within the DCRP Programme. He or She will primary work directly with the country project teams in implementing the agreed activities under their respective investment plans.



Key Result Areas (KRAs):

With assistance and support from the Water Security Projects Manager, the Implementation Officer will oversee the day-to-day project implementation at the country and community levels, engage with Country Project teams in supporting country activities, supporting the country project stakeholders, project budget and country project resources to ensure the smooth implementation of national and community activities.

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

Jobholder is accountable for	Jobholder is successful when
KRA #1. Supporting countries by guiding, coaching, and building capacity to plan, budget, implement, and report on in-country activities (30%)	
<p>1.1 Guide and coach the country lead implementation agencies in developing country activity plans addressing project results framework target needs, facilitating stakeholder engagement and ensuring the activity plans are align with project outcomes and country development strategy plans.</p>	<ul style="list-style-type: none"> Country plans are prepared in a timely manner, reviewed periodically, are inclusive, are aligned to the project objectives and results framework, and have high-level in-country endorsement. Project is implemented according to formal agreements, budgets, work plans and SPC and Country Operational Policies and Procedures.
KRA #2. Supporting countries by guiding, coaching, and building capacity on financial, procurement, contract, and grant management for in-country activities including acquittals (30%)	
<p>2.1 Coach and support country teams to ensure in-country financial management is sound and in accordance with SPC, donor and audit requirements. This includes regularly updating budget forecasts, and validating, tracking, reconciling, and analyzing costs with the country teams to deliver on the project budget and results.</p>	<ul style="list-style-type: none"> Country costed workplans are comprehensive, accurate, and aligned to the overarching project budget and templates.

<p>2.2: Guide and support all direct procurement and contract/grant management requirements for project-funded services, supplies and equipment in the countries (and sub-regional activities where necessary). This includes: Working with SPC Legal and Procurement team on major procurements and grants, including the DCRP Procurement and Grants Officer.</p>	<ul style="list-style-type: none"> • Procurement of and grants for necessary services, supplies, equipment, and infrastructure is carried out in accordance with SPC, donor and project beneficiaries' procurement procedures; and procurement processes are facilitated effectively without undue project delays.
<p>2.3 Coach and guide country teams and train them on procurement planning processes and identification of procurement modalities that works best for each of the country implementations. Facilitate the disbursement of funds under approved modalities (Grants/Service contracts) and reconciliation of project acquittals, audit, and closure of project accounts.</p>	<ul style="list-style-type: none"> • Quality goods, works and services are procured at best value for money, meeting all necessary requirements and in line with country needs. • Project expenditure and acquittals are eligible and submitted in a timely manner and project account is audit as required throughout the project duration.
<p>KRA 3: Ensuring quality stakeholder engagement and MERL for in-country activities (20%)</p>	
<p>3.1 Support the Project Manager to convene the National project steering group, sub-regional steering committee meetings, and other regional events for the project as relevant.</p>	<ul style="list-style-type: none"> • Effective working relationships are established and maintained with country counterparts, donor representatives, partner organizations and relevant projects, including those implemented by SPC. • Information is shared on progress and outcomes of the project with key stakeholders. • The project is represented effectively by SPC and partners at national and sub-regional meetings.
<p>KRA 4: Supporting and advising on project coordination, management, and reporting (20%)</p>	
<p>4.1 Advise and support the country teams in coordination of project activities, progress of activity narrative and financial reporting.</p>	<p>Project workplans and country reports reflect the actual progress of activities and project financial expenditure in countries.</p>
<p>4.2 Support the Project Manager to draft high-quality and timely progress and completion reports, and work plans for the donor and SPC management.</p>	<ul style="list-style-type: none"> • Project reports to donors are submitted on time.

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):

- Providing effective and timely communications and liaison with SPC, country stakeholders, ensuring that the Project is responsive to evolving needs and circumstances.
- Working effectively across diverse technical and operational networks and sectors.
- Engaging country counterparts remotely in all aspects of the project given travel restrictions.
- Coordinating and facilitating country acquittals and reporting.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • National project counterparts with a role in achieving and maintaining water security at the national and local levels • Media (national and regional) • Consultants and firms 	<ul style="list-style-type: none"> • Consultation, reporting and negotiation • Public relations and communications • Strategic collaboration
<p>Internal</p> <ul style="list-style-type: none"> • Water Security and Governance Coordinator and Water Scarcity Project Manager • DCRP Deputy Director, Water Security and Governance Coordinator • Water Security Projects Manager • Water Security Deputy Project Manager • Project staff 	<ul style="list-style-type: none"> • Reporting, liaising, facilitating, and coordination of project support and activities • Facilitation of multi-disciplinary teams across SPC work areas (including management, technical and communications specialists) • Advice on any sensitive or problematic issues • Recruitment and staff issues; budgeting, procurement and financial reporting

Level of Delegation:

Routine Expenditure Budget: *None*

Budget Sign off Authority without requiring approval from direct supervisor: *None*

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 graduate degree from a recognized institution. • Work experience in a discipline relevant to: international development; community engagement; strategic communications; disaster risk reduction; community resilience; water resources management; water, sanitation and hygiene; governance and policy development, and/or another relevant field. 	<ul style="list-style-type: none"> • Relevant additional qualifications in related fields, particularly where grounded in a Pacific context.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least five years relevant supervisory and project management experience • Strong understanding and experience in project management, including with project-cycles; log-frames; financial forecasting and reporting; grant and contract management; MERL; and risk management • Knowledge of procurement and financial management systems, and implementing projects across multiple currencies • Demonstrated experience and understanding of water security challenges and responses in atoll environments, at both the national and community levels, and including considerations such as the role of gender in water management. • A demonstrated proficiency in meeting the monitoring, evaluation, reporting and learning (MERL) requirements of development partners such as MFAT. 	<ul style="list-style-type: none"> • Understanding and experience in adaptive and results-orientated project management • Experience in managing MFAT-funded projects. • Ability to speak one or more Pacific Island languages.

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"> • Interpersonal, liaison, negotiation, networking, and relationship building skills in a multi-cultural environment, especially with Pacific Islanders • Good listener • Written and oral communication skills, including good written English and the ability to write for and report to a variety of stakeholder hierarchies to a high standard • Able to work under pressure and to deadlines.
Advanced level	<ul style="list-style-type: none"> • Skills in project design, management and implementation • Procurement, grants and contract management skills • Skills in financial management for projects • Capacity building and mentoring skills • Computer skills, including with the Microsoft Office Suite and with project management software, information management and decision support software/tools • Ability to undertake MERL within environments that have technology and capacity limitations • Analytical skills to support prioritising, problem solving and managing risks • Able to implement robust project management systems and processes • Attention to detail
Working knowledge	<ul style="list-style-type: none"> • Project financial processes and procurement procedures • Monitoring, evaluation and learning frameworks.
Awareness	<ul style="list-style-type: none"> • Familiarity with country water security issues at the national and community levels in the Pacific region.

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| | <ul style="list-style-type: none">• Familiarity with SPC policies and reporting requirements |
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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

- Highly motivated and strong affinity to teamwork.
- Analytical and solutions-oriented thinking
- Ability to make connections and form effective working relationships across diverse range of individuals and organizations.
- Demonstrates cultural and gender sensitivity
- High work standards, good work ethic and positive attitude to work
- Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
- Performs well under pressure and strongly committed to work
- Positive attitude, excellent interpersonal skills, well organized, dependable, and honest

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.