



JOB DESCRIPTION

Job Title:	Senior Programme Assistant - Early Career Ocean Professionals (ECOP)
Division/Programme and Section/Project (if any):	The Pacific Community Centre for Ocean Science (PCCOS)
Location:	Suva, Fiji
Reporting to:	PCCOS Coordinator – Partnerships and Engagement
Number of Direct Reports:	None
Purpose of Role:	The position will be responsible to support the PCCOS work on Pacific Early Career Ocean Professionals (ECOP). The Senior Programme Assistant will assist with work of the Pacific Early Career Ocean Professionals (ECOP) Network and Placement Programme by bringing together young, multidisciplinary professionals in the ocean science realm. This initiative aligns with the drive to engage youths in ocean science sectors by providing funded fellowship opportunities in their home country and engaging them in network activities, and to support National Ocean Offices in the region to further ocean-related national goals. The position will work with national governments and ECOPs in ensuring the smooth implementation of the Placement Programme and dynamize the Pacific ECOP Network through online and in-person activities.
Date:	July 2024

Organizational Context and Organization 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 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Pacific Community Centre for Ocean Science (PCCOS)

In commemorating the SPC's 70th anniversary, the 10th Pacific Community Conference agreed to establish the Pacific Community Centre for Ocean Science (PCCOS) to be hosted at SPC and become a true flagship for scientific excellence and a dedicated regional science information and knowledge hub. Through support from the New Zealand Government and various other development partners, PCCOS has been fully

operational since 2021 and is actively working to help Pacific Island governments and communities **easily access the ocean science and expertise they need to make informed decisions** and to protect and sustainably manage ocean resources.

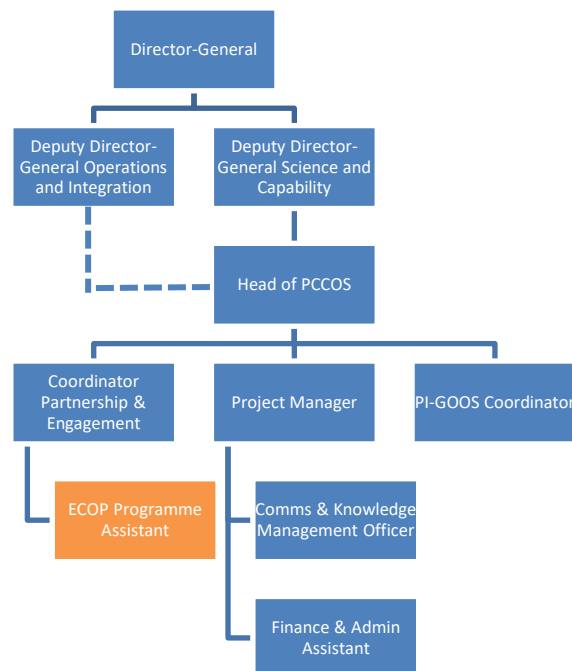
More specifically, PCCOS aiming at achieving the following objectives:

1. Facilitate and promote **cross-divisional engagement and cooperation internally at SPC** for a better-integrated service to its members and continued building of ocean science excellence at SPC.
2. Contribute to **strategic partnerships in ocean science** with a large number of institutions and initiatives at the national level, regionally (particularly with other CROP agencies) and internationally.
3. Coordinate the approach with **government agencies responsible for implementing ocean policies** and progressing against SDG 14.

PCCOS is now leading the design of the SPC Ocean Flagship through consultation with SPC divisions and regional partners, as well as coordinating cross-divisional projects, implemented across SPC divisions (FAME, GEM, CCES). PCCOS is also implementing seed-projects/programmes such as the Pacific Islands Ocean Acidification Centre (PIOAC), the Pacific Early Career Ocean Professionals (ECOP) Network and Placement Programme, the Pacific Islands Decade Coordination Centre (PI-DCC), and the Regional Alliance of the Global Ocean Observing System for the Pacific Islands (PIGOOS), that all have regional coordination mandates.

About the Role

The ECOP Senior Programme Assistant will assist with work of the Pacific ECOP Network and Placement Programme. It will engage with national government focal points and young graduates to ensure a smooth implementation of in-country fellowship and share information within the Pacific ECOP Network. It will work closely with the PCCOS Coordinator – Partnership & Engagement and the PCCOS team to ensure good programme implementation.



Key Result Areas (KRAs):

The position of **Senior Programme Assistant - ECOP** encompasses the following major functions or Key Result Areas:

1. Assist with the implementation of the Pacific ECOP Placement Programme (40%)
2. Contribute to the Pacific ECOP Network development (30%); and
3. Assist with the coordination, planning, and execution of other ECOP initiatives (30%);

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1: Pacific ECOP Placement Programme:</p> <ul style="list-style-type: none"> • Assist with the implementation of the Pacific ECOP Placement Programme • Support the drafting and signature of Letter of Agreements (LOAs) for ECOP placement with SPC legal services and member governments • Help member governments in advertising ECOP fellowships • Provide support in recruiting ECOPs in member countries and territories (e.g., shortlisting, draft interview guides, contribute to job interviews if requested) • Update and share the Pacific ECOP onboarding package with new ECOPs • Contribute to the development of specific capacity building modules for ECOPs • Provide ongoing support to ECOP fellows in member governments to access information and contacts • Contribute to monthly calls with all ECOP fellows • Support the development and distribution of communication materials to effectively disseminate information about ECOP initiatives to a broad range of stakeholders. • Support the programme reporting, monitoring, evaluation and learning processes, alongside the PCCOS team • Provide support to PCCOS and other divisions, including project partners as required, ensuring the smooth progression of ECOP-related activities. 	<ul style="list-style-type: none"> • The Pacific ECOP Placement Programme is implemented smoothly and is well regarded by SPC members • LOAs are ready in due course and signed by relevant authorities • ECOP fellowships are properly advertised and ECOPs are selected through competitive processes • ECOPs are properly onboarded and have the adequate information and contacts to work effectively • New capacity building modules are created and delivered to ECOP fellows • Monthly calls are organized with ECOP fellows • The Pacific ECOP Placement Programme is visible and well-known • Accurate data on the Pacific ECOP Placement Programme is included to PCCOS reporting and learnings are documented
<p>KRA#2: Pacific ECOP Network development</p> <ul style="list-style-type: none"> • Contribute to the Pacific ECOP Network development • Contribute to the management of the Pacific ECOP mailing list by inviting new members and managing existing members • Share capacity development opportunities with the mailing list 	<ul style="list-style-type: none"> • The Pacific ECOP Network is active, visible and dynamic • The Pacific ECOP mailing list is up-to-date and membership is growing • Capacity development opportunities are routinely shared in the mailing list • The Pacific ECOP Reference Group is created and meets every six-month

<ul style="list-style-type: none"> • Support the creation and implementation of the Pacific ECOP Reference Group to plan upcoming ECOP activities • Provide information on the Pacific ECOP Network to the Global ECOP Programme for their monthly newsletters • Contribute to the quarterly calls of the Global ECOP Programme • Work with the PCCOS team to improve the visibility of Pacific ECOPs, the Network and various initiatives • Contribute to the organising of the annual Pacific ECOP Talanoa, an hybrid event gathering ECOP fellows and contributors to discuss achievements and priorities 	<ul style="list-style-type: none"> • The Pacific ECOP Network is visible in the Global ECOP Programme monthly newsletters • The Global ECOP Programme is updated on the Pacific ECOP Network every quarter • Annual Pacific ECOP Talanoas are taking place
<p>KRA#3: Other ECOP initiatives</p> <ul style="list-style-type: none"> • Assist with the coordination, planning, and execution of other ECOP initiatives, such as sending ECOPs to capacity building opportunities, scientific expeditions, conferences, symposiums or UN meetings • Assist with desktop research, surveys, case studies, data analysis, and report drafting • Support the documentation of lessons learned from ECOP initiatives and share them with relevant stakeholders • Keep track of ECOP initiatives and contribute to annual reporting • Help identify potential capacity strengthening opportunities for Pacific ECOPs and other like-minded programmes • Support the PCCOS Coordinator in engaging in partnership discussions with relevant stakeholders • Support PCCOS in planning annual activities of the Pacific ECOP Network and Placement Programme 	<ul style="list-style-type: none"> • Pacific ECOPs are participating to key activities organized by SPC divisions and partners • Desktop research is supported with data and involvement from Pacific ECOPs • Lessons learned from the ECOP initiatives are documented and shared • All ECOP initiatives are included to annual reports with proper data • Upcoming capacity strengthening opportunities and relevant ongoing programmes are identified • Partnership discussions with relevant stakeholders are supported • The annual PCCOS workplan includes activities of the Pacific ECOP Network and Placement Programme

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"> • Multi-tasking in a complex multi-stakeholder environment • High workloads requiring prioritization in an often-intense environment for time and attention • Communicating effectively with a wide audience, both by written and orally • Providing sound and timely technical guidance on SPC administration and financial requirements • Providing backstopping support to staff responsible for the implementation of local and remote projects

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • SPC Focal Points in member governments • Young professionals and students from the Pacific • Recognized training institutions • Regional partners and donors • Contractors and consultants in project countries • Suppliers and service providers in project countries 	<ul style="list-style-type: none"> • Direct in-country liaison • Direct on-island interaction for consultation, planning and project implementation • Preparing reports and supporting documentation • Explaining, providing feedback on the project • Explaining, providing information, especially relating to administrative requirements and project activities • Courtesy, providing and receiving information, explaining things to people, clarifying donor / work requirements
Internal <ul style="list-style-type: none"> • PCCOS team members • SPC Finance, Travel, and Procurement units • GEM, FAME, CCES, PDH teams 	<ul style="list-style-type: none"> • Teamwork, collaborating, receiving and providing technical input • Courtesy, giving and receiving information, explaining things to people, clarifying needs

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"> • Degree from a tertiary institution in a relevant field such as ocean science, climate change, environmental science, ocean affairs, international relations, or other relevant fields or equivalent body of knowledge and experience. 	<ul style="list-style-type: none"> • Master's degree

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 2-3 years of work experience in project implementation or support role in member government • Experience in ocean science 	<ul style="list-style-type: none"> • Ability to work under minimum supervision • Good team player • Good working knowledge of the Pacific

<ul style="list-style-type: none"> • Experience in youth empowerment and/or employment • Effective communication skills in English 	<ul style="list-style-type: none"> • Experience in Regional and International organization will be an added advantage • Working knowledge of French is an asset
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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"> • Planning and organising • Prioritization of tasks • Project administration and support • Report writing
Advanced level	<ul style="list-style-type: none"> • Effective communicator • Attention to detail • Problem solving
Working knowledge	<ul style="list-style-type: none"> • Ocean science in the Pacific • Youth empowerment / employment in the Pacific
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner

Key Behaviours

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

- 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
- Ability to think and act on initiative
- Highly motivated and strong affinity to teamwork

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.