



JOB DESCRIPTION

Job Title:	Training and Capacity Building Officer for Nature-based Solutions
Division/Programme and Section/Project (if any):	Climate Change and Environmental Sustainability (CCES) programme, Promoting Pacific Islands Nature-based Solutions (PPIN)
Location:	Suva, Fiji
Reporting to:	NbS Mainstreaming Advisor
Number of Direct Reports:	0
Purpose of Role:	The training and capacity building officer for Nature-based Solutions will be responsible for the development and implementation of regional trainings and capacity building activities around Nature-based Solutions within the frame of the PPIN project. This includes engagement with support and guidance to National Designated Authorities, NGOs and community representatives and other relevant country partners as well as support to the CCES and other SPC divisions as required.
Date:	December 2023

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 member countries and territories. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience and agriculture.

The **Climate Change and Environmental Sustainability** (CCES) programme leads SPC's actions on climate change and environmental sustainability, working with national, regional and international partners to promote the integration of such issues into development activities.

The **Promoting Pacific Island Nature-based Solutions** (PPIN) project seeks to support the development of policy and legislation for Nature-based Solutions (NbS), build awareness and capacity, and strengthen regional cooperation amongst PICTS on NbS. This project will be a key component of New Zealand's Ministry of Foreign Affairs and Trade (MFAT) "Resilient Ecosystems for Climate Change Adaptation" (RECCA) Activity.

The project will seek to build regional awareness and capacity for NbS and embed NbS into regional and national policy and regulatory frameworks for key sectors in the anticipated demonstration countries of Fiji, Tonga, and Vanuatu. NbS will be integrated into existing regional platforms like the Pacific Resilience Partnership and the Pacific Roundtable for Nature Conservation through NbS technical working groups to advise members. Regional and national awareness and capacity in relation to NbS will be strengthened through targeted capacity building programmes for those designing and implementing NbS.

Based on The Pacific Community's (SPC) experience with NbS in the Pacific and engagement on NbS capacity building under the Kiwa Initiative, SPC was selected to deliver on, or contribute to, four Short Term Outcomes under Medium Term Outcome 2 (Medium Term Outcome 2. By 2026 key stakeholders increasingly have knowledge and capacity to plan and implement NbS projects) and Medium-Term Outcome 3 (Medium Term Outcome 3. By 2026 NbS are increasingly applied consistently across the region). SPC will work closely with the PPIN Project Management Unit (PMU) at the IUCN Oceania Regional Office to deliver on Outputs 2.1, 2.2 and 3.4 below. This will be closely integrated with regional and national (Vanuatu, Fiji, Tonga) NbS capacity building efforts under the PPIN project.

- **Short Term Outcome 2.1** - Capacity and training needs for key stakeholders understood (regional organisations, government officers, private sectors, NGOs and CSOs, universities)
- **Short Term Outcome 2.2** - NbS understanding, and capacity to plan and implement NbS activities is increased through targeted awareness and training programs
- **Short Term Outcome 3.4** - NbS Pacific communities of practice and local community user groups are established

The capacity building officer will be responsible for the implementation and reporting of the PPIN activities delegated to SPC. The activities include the assessment of regional needs for capacity building activities around NbS, development, implementation and dissemination of capacity building materials and courses for NbS and the support for the creation and animation of communities of practice. He/she will be based within the CCES division at SPC' campus in Suva, Fiji and will be expected to work in close collaboration with SPC technical division experts and external consultants when relevant to develop technical materials. The officer will also be responsible for liaison with the IUCN Oceania regional Office and other key partners.

The capacity building officer will also be expected to work closely with SPC's Kiwa Initiative technical assistance coordinator to ensure an efficient coordination of the activities from both projects. The Kiwa Initiative (<https://kiwainitiative.org/en/>) is a multi-donor program that aims to build resilience to climate change through Nature-based Solutions (NbS). It is based on simplified access to climate change adaptation and NbS financing for local and national authorities, civil society and regional organizations in the Pacific Countries and Territories, including the three French Overseas Territories.

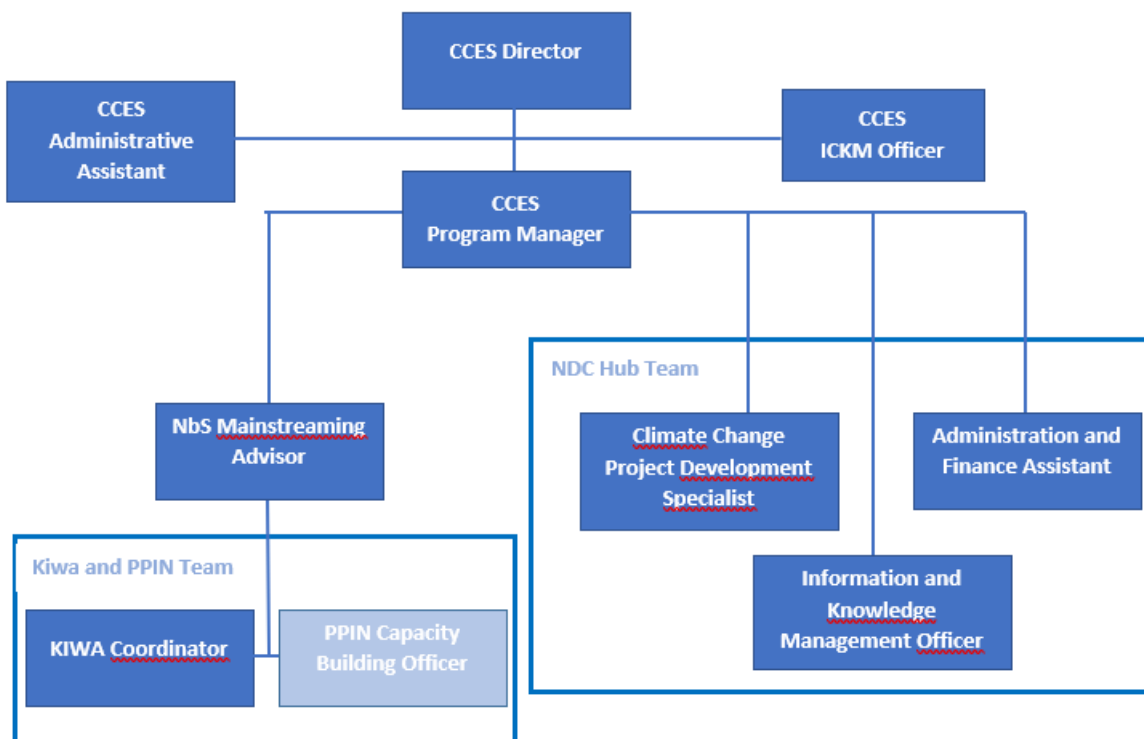


Figure 1: Organizational chart of the Training and Capacity Building Officer within CCES

Key Result Areas (KRAs):

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

Jobholder is accountable for	Jobholder is successful when
KRA#1: Development of NbS capacity building materials and courses (50%)	
<ul style="list-style-type: none"> Support to regional and national capacity building needs assessment Lead development of regional NbS capacity building materials, courses, and online trainings. Review and input of key partners materials and courses. Draft and revise Terms of References for consultants related to capacity building activities. Implementation of regional capacity building activities. Participate in webinars and other relevant workshops on NbS. Develop and maintain cooperation with relevant national, regional, and international training institutions 	<ul style="list-style-type: none"> Regional and National capacity building needs are exhaustively assessed per key category of stakeholders and sector. High quality and innovative materials, courses and training tailored per country, stakeholder and sector are developed, delivered, and disseminated. Terms of reference are successfully drafted for the delivery of external technical assistance to support regional capacity building activities. Capacities of regional and national partners to identify, develop, implement, and monitor NbS projects are strengthened. Workshops and webinars are organised in a timely manner and well attended. Efficient cooperations with key training institutions and partners are established
KRA#2: Support to the development of guidelines for implementing NbS Standard in the Pacific Context in partnership with IUCN Oceania Regional Office (20%)	
<ul style="list-style-type: none"> Contextualisation of IUCN NbS Standards through case studies, examples, and best practices. Development of contextualised guidelines for practitioners and policy makers to assist in implementing the global NbS Standard in a Pacific context for targeted sector. Identification and development of key resources for the capacity building and training activities. 	<ul style="list-style-type: none"> IUCN global NbS Standards are tested through regional and national case study projects Pacific relevant guidelines for implementing the global NbS Standards are developed and disseminated Key resources and materials are developed and disseminated through capacity building activities
KRA#3: Support to the creation and animation of NbS Pacific Communities of practice (20%)	
<ul style="list-style-type: none"> Active participation to the Pacific Island Roundtable (PIRT) NbS Working Group. Support the establishment and animation of at least 4 sector specific NbS communities of practice. 	<ul style="list-style-type: none"> The PIRT NbS Working Group benefits from the capacity building officer expertise and experience. Communities of practices are established to help with coordination and building capacity through sharing lessons and information about projects and promoting consistency of the application of NbS.
KRA#4: Administrative management and coordination with the Kiwa Initiative (10%)	
<ul style="list-style-type: none"> Effective budget monitoring Redaction of progress reports Redaction of meetings minutes Active coordination with the Kiwa Initiative through participation to key meetings and events, inputs 	<ul style="list-style-type: none"> The PPIN budget is efficiently monitor Progress reports are submitted on time and the reports are of high quality Meetings minutes are accurately taken and shared with relevant colleagues and partners

to communication activities, participation to joint activities	<ul style="list-style-type: none"> • PPIN and Kiwa capacity building activities are efficiently coordinated
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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):

- Maintaining familiarities with the international and regional NbS context.
- Developing a sound knowledge of the Pacific development context (including environmental and social issues) and the science of climate change impacts.
- Accurate and efficient contextualization of activities.
- Mobilize SPC’s technical expertise in the development of capacity building and training modules and materials.
- International, regional, and national coordination with NbS Initiatives.
- Working with a wide range of stakeholders, donors, and partners towards effective and coordinated capacity building activities.
- Ensuring that external and internal reporting is accurate, comprehensive and of the highest quality.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • IUCN Oceania regional office • Pacific Regional Environment Programme (SPREP) • GGGI • WWF Australia • National, state, and municipal government agencies • Recipient Communities • Consultants • Donors (MFAT, AFD...) 	<ul style="list-style-type: none"> • Consultation and reporting • Direct national, state, and local level liaison • Service provision and support • Provision of documents • Public relations • Collaboration • Training and capacity building
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • CCES Director, programme manager and staff • Kiwa Project Development Coordinator • Climate Finance Unit Staff • SPC SPL and MELnet teams • SPC Divisions and projects teams and experts • SPC procurement division • SPC educational Quality & Assessment Programme (EQAP) • SPC Social and Environmental Responsibility (SER) experts 	<ul style="list-style-type: none"> • Receiving and providing technical information and guidance related to NbS, GEDSI and capacity building issues • Direct liaison, consultation, and engagement • Monitoring of adherence to SPC policies and processes • Training and capacity building

Level of Delegation:

Routine Expenditure Budget: Routine Expenditure Budget: N/A

Budget Sign off Authority without requiring approval from direct supervisor: N/A

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"> Bachelor’s degree in Natural Resource Management, Ecology, Environment, Conservation, Sustainable Development, or related fields. Monitoring and evaluation and educational degrees will also be considered. 	<ul style="list-style-type: none"> Master’s degree in Natural Resource Management, Ecology, Environment, Conservation, Sustainable Development, or related fields. Monitoring and evaluation and educational degrees will also be considered. Capacity building certification or qualification.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 5 years of relevant experience in capacity building design and implementation in the field of biodiversity conservation, protected areas management, environmental management or similar, ideally involving terrestrials, freshwater and marine ecosystems, at community, national and/or regional levels in the PICs and French OCTs regionally. Demonstrated experience in capacity building and working as a facilitator or trainer in a multi-cultural setting. Strong training and facilitation skills. Experience in designing and implementing capacity building strategies and materials to meet communities, NGOs and government’s needs. Experience in communicating and collaborating with local, national, and regional stakeholders, donors and academic institutions to achieve collective outcomes. Excellent English with very strong communication and presentations skills. French language will be an added value. 	<ul style="list-style-type: none"> Proven experience in project administration and planning to meet tight deadlines. Thorough understanding of project management including project cycles, log-frames, monitoring and evaluation, and risk management. Understanding of the sustainable development and climate change issues in the Pacific.

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">• High-level analytical skills• Organizational and project management skills• Aptitude for the provision of high-quality service• Motivation and ability to work on multiple tasks with multiple partners• High level of interpersonal skills and cultural sensitivity• Ability to learn fast, especially regarding policies, requirements, and processes• Skills in developing capacity building materials and mentoring
Advanced level	<ul style="list-style-type: none">• Skills in workshop and meeting organization and facilitation• Skills in prioritization, decision-making, problem solving and risk management• Ability to work independently and take initiative• Understanding of climate change adaptation, mitigation, and environmental issues• Demonstrated ability to work in multicultural environments• Ability to work as part of a small team, with a high level of interpersonal skills• Flexible approach and demonstrated ability to meet deadlines
Working knowledge	<ul style="list-style-type: none">• Community participation• Computer literacy and related project management software• Ability to work effectively and diplomatically with different actors, internal and external stakeholders• Good communication skills• Gender and community participation• Social and Environmental Responsibility
Awareness	<ul style="list-style-type: none">• SPC Regulations and Policies

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 demeanour
- 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.