

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Programming, Design and Learning Advisor** within its Strategy, Performance and Learning unit located at its headquarters in Noumea, New Caledonia.*

Description

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 26 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 such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Strategy, Performance and Learning (SPL) Division is a specialised unit within SPC's Office of the Director-General. SPL has staff based at our headquarters in Noumea, as well as our regional office in Suva. The team has the following core functions: (i) guiding strategic direction through development of the Pacific Community Strategic Plan and facilitation of the Subcommittee of the Council of Representatives of Governments and Administration (CRGA) that oversees the implementation of the plan (ii) increasing development effectiveness through leading and coordinating corporate monitoring, evaluation, reflection, reporting and learning; (iii) supporting the Director-General and the Senior Leadership Team (SLT) in undertaking strategic corporate initiatives, including organisational planning, organisational improvement or research and co-design of innovative and integrated projects and programmes, and iv) serving as a strategic coordination point for key relationships with external stakeholders, including member countries and territories, donors and development partners.

The role – Programming, Design and Learning Advisor will develop programmatic design approaches within SPC and with members, with a leadership role in strategic initiatives with divisions and programs managed from SPC's Headquarters in Noumea. The incumbent will ensure that practices, lessons and methodologies from design and implementation are documented, and that documented lessons are used to inform future programs.

The key responsibilities of the role include the following:

1. Provide specialist technical advice to facilitate the design, inception, and ongoing learning from programmes with SPC and Members, including the Pacific Data Hub, the Pacific Community Centre for Oceans Science, Food Systems for Nutrition and Health, other strategic initiatives, in accordance with the integrated programming approach

- In collaboration with lead divisions, facilitate staff and stakeholder engagement in the designs of new programmes
- Support communication and resource mobilisation efforts for programme initiatives
- Develop new guidance tools for communities of practice, participatory workshops, learning events, and programming policies to iteratively absorb the programming design approach into all potential opportunities across SPC

2. Effectively manage the “Funding with Intent” funding mechanism, to support the incubation and scale up of innovative activities, integrated programming and capacity development initiatives, and catalyse further resource mobilisation for programming initiatives

- Lead the design of the funding with intent funding windows, with an initial focus on COVID response
- Manage stakeholder engagement in funding with intent

3. Engage stakeholders and build support for SPC's programming efforts, and ensure that methodologies, lessons and approaches are captured, and subsequently adopted across SPC

- Facilitate reflection processes across divisions and teams to ensure that lessons learnt and recommendations from the pilot inform the programming approach
- Contribute to reports for CRGA subcommittee
- Evaluate the value, potential improvements and scaling of programme design across SPC
- Create and facilitate learning spaces around programming through learning events to support integrated programming across the organisation

4. Demonstrate leadership in linking SPC's programming to SPC's policy frameworks and key regional and global frameworks

- Ensure that program designs include people centred approaches
- Ensure that programs are linked to key regional and international frameworks
- Prepare frequent briefings to SPC senior leadership and executive

For a more detailed account of the key responsibilities, please refer to the online job description.

Key selection criteria

1. Qualifications

- Postgraduate degree (Masters level) in a specialized field such as international development, social change, geography, business administration, economics
- Certification in monitoring/ evaluation, project design, or project management

2. Technical expertise

- At least 10 years relevant experience in leading or advising on the development of programme/projects (with strong MEL focus)
- Experience in multi-sector, integrated programmes, an understanding of social development programmes and projects, and a good knowledge of the project management cycle
- Relevant sectoral experience, including related to cross-cutting issues (climate change, resilience, gender and human rights)
- Demonstrated experience of MEL systems and tools
- Financial acumen and experience in supporting the preparation of budgets
- Experience in an international organisation or NGO in the Pacific Region
- Advanced analytical skills and attention to details
- Strong computer skills (Microsoft Word, Excel, Powerpoint)

3. Language skills

- Fluent communication skills in English (both oral and writing skills).

4. Interpersonal skills and cultural awareness

- Cultural sensitivity and a demonstrated understanding of developing country environments
- Knowledge of Pacific Island countries and territories is an advantage

Salary, terms and conditions

Contract Duration – This position is budgeted for 3 years and is subject to renewal depending on performance and funding.

Remuneration – The **Programming, Design and Learning Advisor** is a Band 11 position in SPC's 2020 salary scale, with a starting salary range of 4,113–5,045 SDR (special drawing rights) per month, which currently converts to approximately XPF 605,702–742,953 (USD 5,676–6,962; EUR 5,076–6,226). An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance, and education allowance are available for eligible employees and their recognised dependents. Employees are entitled to 25 days of annual leave and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is faire, transparent and non-discriminatory. SPC is an equal-opportunity employer, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the Pacific Islander.

Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 31 July 2020 – 11:00 pm New-Caledonia time

Job Reference: AL000303

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills and experience relative to the key selection criteria, and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

All positions at SPC have specific screening questions. If you do not respond to all of the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening questions

1. What work experience do you have in applying design and learning to programmes? Please provide an example.
2. Have you been involved in a development of an integrated programme? If so what role did you play?
3. What message would you convey to an SPC Member seeking advice on developing an integrated programme?
4. What advice would you give an SPC Division wishing to shape an integrating role of programming, design and learning?