

Daily Notices circulated by the Government Information Office

Friday, 17 July 2020

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Please scroll down for the notices listed above including contact details for each.

On Behalf of the Department of Justice and Border Control (Nauru Financial Intelligence Unit)

Online Scams: FIU Alert No: 01/2020 (Anti-Money Laundering Act 2008) (see attached).

The Nauru Financial Intelligence Unit wishes to advise all persons of the Republic that with the COVID-19 pandemic, we all need to remain vigilant and beware of online scams. As a nation, we are all dependent on the internet for information and Services.

At the same time, online criminals are looking to exploit innocent and unsuspecting persons thus using the COVID-19 pandemic for their own financial gain. Everyone must exercise vigilance when using the internet or social media to avoid becoming victims of these online scams.

With the COVID-19 crisis, it is expected that there will be an increase in cyber related crimes, fake or fraudulent charities and medical schemes which target innocent and unsuspecting victims. Online criminals will attempt to profit from these online scams by exploiting people in urgent need of medical attention and the goodwill of the general public as well as spreading misinformation about COVID-19.

EVERYONE must be cautious and beware of 'scams' such as:

- Attempts to solicit donations, steal personal information (Identity theft) or distribute malware (viruses causing damage to computer systems) by impersonating government agencies or health care organisations.
- Investment Scams – calling for investments promoting products and services and falsely claiming that the said product and services of publicly traded companies can prevent, detect and cure coronavirus.
- Product Scams – companies selling unapproved or misbranded products that make false health claims relating to COVID-19.

Everyone must exercise great caution when trading using online services including the social media and conduct due diligence checks when engaged in any business transaction with new suppliers. You

must immediately consult the Nauru Financial Intelligence Unit to verify if the supplier or request for charity is genuine or not before transferring any funds.

Furthermore, you must not respond to any unsolicited emails, do not click on any links, do not open files and emails or share bank account details if they are suspicious or if you do not know the source of such emails and links.

For more information or assistance, feel free to contact Nauru Financial Intelligence Unit Supervisor Rajas Swamy at E: rajasswamy@gmail.com or M: 5573388.

On Behalf of the Department of Chief Secretary

Job vacancies, various, closing 31Jul2020:

- 1. Department of Chief Secretary (Birth Deaths & Marriages): Archive & Record Officer (x1)***
- 2. Department of Chief Secretary (Birth Deaths & Marriages): Finance Manager (x1)***
- 3. Department of Presidency: Museum Assistant (x1)***

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to these positions.

Applications should be submitted to the Acting Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5pm, Friday 31 July, 2020.

Position 1: Department of Chief Secretary (Birth Deaths & Marriages): Archive & Record Officer (x1)

SALARY RANGE: Band – 7 - \$14,863 gross salary per annum

PRIMARY PURPOSE OF POSITION:

To maintain and update the Registry's archives on births, deaths and marriages including dissolution of marriages, adoptions and changes of name.

DUTIES & RESPONSIBILITIES:

- Provide customer service to customers requiring assistance at the registry
- Neatly arrange and organise BDM document on births, deaths and marriages including dissolution of marriages, adoptions, and changes of names
- Scan and convert BDM records and document into electronic data
- Maintain and manage archival collections
- Create and manage inventory of BDM documents
- Photocopy archival document into acid-free paper
- Assist the Registrar to develop safety protocols to protect archival data, records, and documentation
- Organise archival records and develop classification systems to facilitate access to archived documents
- Prepare archival records, such as document descriptions, to allow easy access to information
- Perform data entries into Births, Deaths and Marriages system
- Maintain and update the file index within the BDM system
- Preserving perishable documents and storage
- Retrieve files from the archive system for customer service
- Produce and submit weekly or monthly reports to the Registrar summarising work undertaken during that period

- Perform such other duties as may be assigned from time to time by the Registrar

KNOWLEDGE, SKILLS & EXPERIENCES:

- Must know how to handle old documents with care
- Must be computer literate
- Familiar with archiving/cataloguing/information systems
- School leavers certificate
- Background in management or other relevant area
- At least 3 years' experience in a relevant area
- Possess good communication skills
- Possess relevant computer skills
- Tertiary qualification in either management or other relevant area
- At least 3 years' experience as a senior office/manager in a relevant environment
- Possess excellent communication skills
- Possess excellent computer skills
- Knowledgeable on Windows Access program
- Knowledgeable on relevant laws

Position 2: Department of Chief Secretary (Birth Deaths & Marriages): Finance Manager (x1)

SALARY RANGE: Band 8 - \$16,052 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The BDM Finance Manager handles all BDM financial matters and provides administrative support to the BDM Registrar, colleagues, clients and stakeholders.

DUTIES & RESPONSIBILITIES:

- Preparing of BDM budgets
- Monitors and evaluates budget and financial plan
- Manages records and receipts
- Processes quotation and invoices
- Procures equipment and supplies
- Follow up requested orders
- Processes purchase applications
- Reconciles daily, monthly and yearly transactions
- Provides annual financial & auditing reports
- Prepares variation sheets
- Resolves financial issues raised by BDM
- Develops in-depth knowledge of organisational products and processes
- Acts as BDM point of contact on all financial and accounting matters
- Supports the finance department with projects and task if/when required
- Provides customers service to client when required
- Other duties as may be assigned by the BDM Registrar

KNOWLEDGE, SKILLS & EXPERIENCES:

- Written and verbal communication skills
- School leaver's certificate
- Background in finance and/or accounting management
- At least 3 years' experience in a relevant environment
- Possess relevant computer skills such as Microsoft Office
- Possess good communication skills
- Possess excellent computer skills

- Knowledgeable on FMIS program
- Knowledgeable on MYOB program

Position 3: Department of Presidency: Museum Assistant (x1)

SALARY RANGE: Band 4 - \$12,248 gross salary per annum

PRIMARY PURPOSE OF POSITION:

The Museum Assistant is responsible to assist the Director, the assistant Director the Curator in any aspect of museum operations as required such as preparation of exhibits, collections, processing and performance of security surveillance, preparation of objects for storage and conducting research.

DUTIES & RESPONSIBILITIES:

- Assist with processing collections including registering, accessioning, cataloguing, packing, unpacking, maintaining inventory, and documentation
- Assist in setup and assembly of storage areas for collection according to curatorial standards; cleans collection and storage area as needed
- Prepares various reports regarding collection activities and condition of objects as requested
- Conducts research in identification and interpretation of museum collections
- Respond to enquiries regarding collection from museum visitors; acts as museum receptionist
- Performs specific tasks that are components of exhibit planning, installation, and maintenance; prepares graphics, illustrations, labels, and artefact mounts and construction of exhibit cases
- Assist in the maintaining of museum collection database through data entry and editing
- Assist on organisation of and Implementation of public programs such as workshops, education programs and special events; may assist in preparation of educational materials, promotional materials, and mailing lists
- Organises special viewing of collection; arranges showings and selects exhibits based on audience; prepares displays
- Assist in restoration and preservation work on relics and on national heritage sites
- Any duties assign by the Director

KNOWLEDGE, SKILLS & EXPERIENCES:

- Higher school leaving certificate
- Excellent written and verbal communication skills
- Ability to organise, present and communicate messages effectively through design
- Excellent project management and organisational skills
- Knowledge of working with museum databases and IT issues
- Good team work skills
- Excellent research and IT skills
- Experience in metal work, welding, panel beating

Applications should be submitted to the Acting Chief Secretary or Secretary Corporate Services through writing or electronically word processed indicating name, age, qualifications, attached with Curriculum Vitae and other relevant references no later than 5pm, Friday 31 July, 2020.

Peta Gadabu
 Secretary for Corporate Services
 Human Resource & Labour
 Chief Secretary Department
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***On Behalf of the Department of Foreign Affairs and Trade (DFAT)/Pacific Community (SPC)
Job vacancies, various (see attached):***

- 1. AL000307 Environmental Sustainability Coordinator. Closes 4Aug2020***
- 2. AL000309 CCES Project Officer. Closes 4Aug2020.***
- 3. AL000313 Head, Publishing, Translation-Interpretation and Library Section. Closes 4Aug2020.***
- 4. AL000314 Coastal Fisheries Economist. Closes 9Aug2020.***

For full job description and to apply, visit at <http://careers.spc.int/>

Position 1: AL000307 Environmental Sustainability Coordinator. Closes 4Aug2020. Based in Noumea.

The Climate Change and Environmental Sustainability Programme (CCES) was established to enable SPC to strengthen and streamline its actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and environmental sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions.

The role – the Environmental sustainability Coordinator will coordinate the implementation of SPC Social and Environmental Responsibility policy at corporate and programming levels, aiming to avoid, reduce or compensate for negative effects of SPC project activities for overall improved sustainability.

The key responsibilities of the role include the following:

1. Leadership and coordination of SPC Social and environmental policy through SER Action Plan implementation
 - *People pillar of SER Action Plan*
 - o Collaborate with OMD sections over the mainstreaming of social and environmental sustainability inclusion
 - o Participate in Gender Mainstreaming Committee in order to ensure compatibility and synergies across the people-centred approach and SER policy
 - o In collaboration with the appropriate SPC sections, promote implementation of practical actions to respond to surveys and suggestions and improve staff wellbeing
 - *Operations pillar of SER Action Plan*
 - o SPC yearly emissions tracked, yearly evolution monitored and analysed
 - o Coordinate and facilitate, in collaboration with OMD sections, the conduct of energy savings measures and audits and, promote and lead the implementation of cost effective measures for emissions reduction

- o Engage change in SPC corporate activities: Lead the review of OMD policies and corporate procedures to mainstream environmental responsibility along international certification standards (ISO 26 000)
 - o Coordinate and supervise SPC carbon neutrality fund in partnership with divisions' focal points and Senior Leadership
 - o Advising over carbon compensation opportunities for residual emission
- *Programme pillar of SER Action Plan*
 - o Develop and operationalise the SER policy action plan for projects and programmes
 - o Advise divisions on the assessment and management of environmental and social risks and impacts within project activities using SER/PCA screening process
 - o Lead the full deployment of the policy at SPC level starting 2019, coordinate the screening process for the SER of each new project using SPC SER/PCA helpdesk tool
2. Knowledge management and communication of SER
 - Supervise interns and assistant in the development of communication materials outlining sound social and environmental responsibility practices; broad dissemination of material across (and outside) SPC: video, poster etc.
 - Design and update the SER intranet page, for SPC staff to be able to directly implement the SER policy through their project
 - Develop in collaboration with communication section the SER webpage for external audience and grievance mechanisms
 - Establish and manage the SPC SER practice group: strengthen divisional capacity in social and environmental safeguards
 - Design and deliver SER training
 - Develop Environmental sustainable actions across SPC for raising awareness and team building
 3. Development of the programme's partnerships and outreach activities as per the CCES strategic plan
 - Renew and entertain partnerships with national and International organisations
 - Green Climate Fund Accreditation: support to CCES director and Climate Finance Unit in the relationship with the GCF, completion of accreditation modalities and identification of social and environmental safeguards in the development of a pipeline of GCF concepts
 - Review divisional business plans to promote insertion of environmental and social responsibility component
 4. Programme/project development – resource mobilisation
 - Supporting project and programme development and fundraising to strengthen Environmental Sustainability at regional level
 - Identify fundraising opportunities to finance SER implementation at SPC

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

Key selection criteria

1. Qualifications
 - A Master Degree (or equivalent) in a field relevant to the position (environmental management, energy, engineering, international development, public policy)
2. Technical expertise
 - Ten years' experience in environmental sustainability management including research, analysis and reporting in public sector or development organisation

- Prior experience in implementing Social and Environmental responsibility and emission reduction strategy (at the individual organizational entity level), including quantification and documentation procedures
 - Prior experience in leading and managing projects in a regional or international institutional setting
 - Proven track record in organizing and facilitating workshops and seminars, preferably in the Pacific region
 - Excellent drafting and writing skills including for a variety of reports and audiences
 - Demonstrated competence in being well organised, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support
3. Language skills
 - Excellent French and English communication skills (oral and written)
 4. Interpersonal skills and cultural awareness
 - A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of tasks to support the CCES team in achieving their goals
 - 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 Environmental sustainability Coordinator is a Band 10 position in SPC’s 2020 salary scale, with a starting salary range of 3,490– 4,267 SDR (special drawing rights) per month, which currently converts to approximately XPF 514,028–628,360 (USD 4,817–5,888; EUR 4,308–5,266).

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 repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents.

Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC’s Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC’s working languages are English and French.

Recruitment principles – SPC’s recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, 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: 4 August 2020 – 11:00 pm Noumea Time. Job Reference: AL000307

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, experience 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. Can you explain what mainstreaming is for Environmental sustainability and the way it can be done?
2. In your opinion, why do institutions choose to green their activities? In your understanding, can you suggest how SPC could do that?

Position 2: AL000309 CCES Project Officer. Closes 4Aug2020. Based in Noumea.

The Climate Change and Environmental Sustainability Programme (CCES) was established to enable SPC to strengthen and streamline its actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and environmental sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions.

The role – the CCES Project Officer will effectively manage and coordinate EU PACRES project as well as coordinate MEL activities for CCES whilst supporting CCES operations.

The key responsibilities of the role include the following:

1. Project Coordination and Management of EU PACRES
 - Plan and oversee SPC EU PACRES to ensure its completion in a timely manner and within budget
 - Coordinate the implementation of all SPC components and monitor technical and financial progress, according to its objectives. Design work programme and annual budgets and lead implementation of the adaptation grant component, in collaboration with SPREP and other regional organisations
 - Coordinate with other team members in GEM division in charge of the other components, in terms of planning, management, implementation and monitoring of the project
 - Act as SPC contact point for the project and coordinate with the other regional organisations for regional planning, budgeting and project review tasks
 - Represent SPC in the project steering committee meetings
 - Consolidate inputs from all SPC components, and develop and deliver progress reports
 - Collaborate with the EU project management unit at SPC, regarding EU requirements
 - Carry out communication and visibility activities

- Develop and maintain close working relations with SPC officers, institutional and technical partners of PACRES, regional organisations, donors and the main institutions involved, including research organisations and civil society
 - Participate in the strengthening of the project partners' capacity and knowledge
 - Ensure vigilance on the factors of sustainability of the project results
2. Focal point for MEL issues at CCES
 - Serve as CCES's focal point for MEL
 - Provide support and guidance to CCES staff to enhance understanding of corporate MEL and reporting processes and promote use of relevant systems within the programme
 - Support CCES team in monitoring and assessing progress of all projects and initiatives to feed into the corporate reporting
 - Consolidate CCES capacity building efforts to feed into corporate monitoring
 - Support evaluation and learning processes for all projects and initiatives under CCES
 - Contribute to the collective work of MEL staff across the entire organization
 - Contribute to the annual reflection workshop, and lead the preparation of CCES case studies and documentation of results
 3. Support CCES operations and programme
 - Support the CCES Director and CCES Manager in planning, organising and administering the work of the program and team
 - Support CCES Director and CCES Manager in coordinating and supervising projects

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

Key selection criteria

1. Qualifications
 - Specialized degree in a relevant field relating to climate change, sustainable development, development assistance etc.
2. Technical expertise
 - At least 3 years of experience in project development and/or project management in field of climate change and/or sustainable development
 - Demonstrated competence in being well organised, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support.
3. Language skills
 - Excellent English communication skills (oral and written)
4. Interpersonal skills and cultural awareness
 - A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of tasks to support the CCES team in achieving their goals
 - 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 CCES Project Officer is a Band 8 position in SPC's 2020 salary scale, with a starting salary range of 2,850–3,467 SDR (special drawing rights) per month, which currently converts to approximately XPF 419,768–510,535 (USD 3,933–4,784; EUR 3,518–4,278).

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. Airfares, medical and life insurance are available for eligible employees.

Employees are entitled to 25 days of annual leave per year of contract and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

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: 4 August 2020 – 11:00 pm Noumea Time. Job Reference: AL000309

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, experience 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. In your opinion, what are the key issues to consider in the coordination and management of an EU-funded project such as PACRES?
2. In your opinion, what are the main steps to make MEL operations successful within the CCES programme?

Position 3: AL000313 Head, Publishing, Translation-Interpretation and Library Section. Closes 4Aug2020. Based in Noumea.

The Operations and Management Directorate (OMD) provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – the Head, Publishing, Translation-Interpretation and Library Section will be responsible for managing and overseeing SPC's publishing, translation, interpretation and library services. He/she will be responsible for maintaining and expanding cost recovery of relevant services and managing

the customer service relationships with internal and external stakeholders, including a strong network of freelancers.

The key responsibilities of the role include the following:

1. Provide leadership that ensures effective delivery of publishing, translation, interpretation and library services to support SPC's overall strategy
 - Manage and supervise staff to help them achieve objectives, while creating an environment that promotes high performance, collaboration, staff development and succession planning
 - Ensure effective project management and delivery of secretariat services for all corporate/governance meetings and corporate reporting
 - Adapt and modify structure of the new Section as required
2. High-quality services are provided
 - Ensure services meet the KPIs set out in the OMD Business Plan, including client satisfaction for each service
3. Implement a financial business model ensuring that the Section's services are financially sustainable, well-managed and cost-recovered as appropriate
 - Maintain and adapt the full cost recovery model where applicable
 - Manage and review the Section's budget
 - Ensure a network of freelance editors, graphic artists, interpreters and translators is in place and active, and related contracts are actively managed. Identify opportunities for outsourcing
4. Manage client relationships for all services
 - Monitor and manage client relationships with internal stakeholders
 - Manage client expectations and needs, make sure workload is appropriately prioritised
 - Develop agreements with partners and other development organisations seeking to publish or adapt SPC material or make use of SPC's translation and interpretation services
5. Cross-collaboration with other Managers and teams across OMD occurs to implement system and process improvements
 - Identify opportunities for synergies, and systems and process improvements
 - Ensure collaboration occurs between Publishing, Language and Library Section services and other OMD teams to improve processes
 - Ensure new technologies are adopted to help increase the Section's efficiency
6. Ensure the Section's compliance with all of SPC's legal obligations, policies and procedures and build SPC's compliance with any Publishing, Language and Library Section service-specific policies
 - Make sure the Publishing, Language and Library Section adheres to all SPC policies, including procurement and travel policies
 - Ensure the Publishing Team meets its legal requirements
 - Monitor trends within the professions
 - Ensure the Publishing, Language and Library Section provides regular reporting against the KPIs identified in the OMD Business Plan

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

Key selection criteria

1. Qualifications
 - Bachelor's degree in a field relevant to publishing, translation or interpretation
2. Technical expertise
 - Leadership and management skills, including demonstrated general management, people management and financial management skills
 - At least 10 years' experience in leading a multi-disciplinary team, preferably a publishing team and/or translation and interpretation team
 - Excellent communication and negotiation skills
 - Ability to work collaboratively and across teams to achieve systems improvements
3. Language skills
 - Excellent English communication skills (oral and written)
4. Interpersonal skills and cultural awareness
 - A team player, with cultural sensitivity and the ability to work as part of an inter-disciplinary and multi-cultural team
 - 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 Head, Publishing, Translation-Interpretation and Library Section is a Band 13 position in SPC's 2020 salary scale, with a starting salary range of 5,314–6,547 SDR (special drawing rights) per month, which currently converts to approximately XPF 782,655–964,144 (USD 7,334–9,035; EUR 6,559–8,080). 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 repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents.

Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, 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: 4 August 2020 – 11:00 pm Noumea Time. Job Reference: AL000313

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, experience 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. How do you see Interpretation and translation services evolve over the short period (due to corona) and the longer period (technology advances)?
2. Could you express what the value of a library is in our modern times?
3. Our organisation publishes scientific papers, can you express what the publishing cycle looks like for scientific papers?

Position 4: AL000314 Coastal Fisheries Economist. Closes 9Aug2020. Based in Noumea.

The Fisheries, Aquaculture and Marine Ecosystems (FAME) Division includes the Oceanic Fisheries Programme (OFP) and Coastal Fisheries Programme (CFP). CFP's goal is to ensure that inshore fisheries, nearshore fisheries and aquaculture in Pacific Island countries and territories are managed and developed sustainably. The programme assists governments and administrations to develop scientifically informed and socially achievable coastal fisheries management policies and systems (national and community-based). It provides a regional framework for sustainable aquaculture, including planning, research and development, and trade, for Pacific Island governments, the private sector and other stakeholders. It assists in developing sustainable nearshore fisheries in Pacific Island countries and territories to provide food security, sustain livelihoods, promote economic growth and assist climate change adaptation.

The role – the Coastal Fisheries Economist will provide economic and strategic advice and guidance to the Coastal Fisheries Programme (CFP), with the aim of mobilising economic tools and approaches to effectively support the CFP achieve tangible changes in sustainable fisheries management, marine habitat conservation, and sustainable aquaculture development in the 22 Pacific Island Countries and Territories (PICTs), in the face of current and future challenges, such as climate change, food security, biodiversity erosion and the COVID-19 pandemic.

The key responsibilities of the role include the following:

1. Provision of economic and strategic advice and guidance to FAME Coastal Fisheries Programme (CFP) on coastal fisheries and aquaculture initiatives
 - Provide CFP with strategic advice and guidance on incorporating appropriate economic components into current CFP initiatives, the revision of the FAME Business Plan, and the development of future programmes and projects to answer scientific and management needs from member countries and territories
 - Foster the effective use of economic theory and tools within CFP towards tangible outcomes for sustainable coastal fisheries and aquaculture management and development

- Keep abreast of economic context, challenges and development aspirations of PICTs and assist the Deputy Director CFP to build these into the work programme
2. Development and implementation of economic components of technical monitoring programmes for fisheries and aquaculture initiatives
 - Contribute to the design and implementation of surveys and data collection systems for coastal fisheries and/or aquaculture projects
 - Provide input to monitoring programmes to ensure reliable and useful data are collected for undertaking economic analysis and modelling
 - Assess the cost-effectiveness of monitoring programmes
 - Provide advice to SPC members on improvements in data collection and analysis procedures
 3. Economic analysis and modelling of fisheries and aquaculture
 - Use economic modelling and analysis to provide fisheries policy advice and information to SPC member countries
 - Lead reporting and documenting of results from coastal fisheries and aquaculture economic analysis and modelling
 - Where member capacity is insufficient, respond to member requests and support the capacity of national governments and organisations by providing technical assistance, economic advice and data analysis directly or through consultants
 - Monitor the use and impact of economic analysis and modelling produced in terms of tangible changes in member countries/territories
 - Apply economic decision tools (including risk analysis) used to guide development activities
 4. National and community capacity development in support of sustainable fisheries and aquaculture management and development
 - Formal, on-the-job training and mentoring of member counterparts on issues related to economic theory, methodologies, and tools towards enhanced policies and practices
 - Provide input as appropriate to community training on data collection, record keeping, financial skills and business management to enhance profitability and chance of business success for fisheries and aquaculture businesses
 - Lead or co-author the production of economic related resource materials
 5. Inter-agency networking and cross-sectoral collaboration
 - Identify collaboration opportunities, develop and promote economic related projects within SPC and other regional and international organisations
 - Liaise and network with key projects and stakeholders to provide economic input and assistance where needed
 - Provide input to the SPC integrated programme approach to provide an economic perspective for sustainable fisheries and aquaculture initiatives
 6. Support to Coastal Fisheries Programme and project management
 - Manage economic projects, including monitoring, finances, reporting and audits, so that donor and SPC internal requirements are met
 - Contribute to the development of CFP's annual work plans and reports to ensure that economic activities are properly accounted for
 - Ensure that economic activities are all conducted in line with SPC policies and administrative procedures

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

Key selection criteria

1. Qualifications
 - Postgraduate qualification in economics, resource/environmental economics, finance or a closely related field
2. Technical expertise
 - Minimum 10 years' experience in economic data collection, analysis and advice for development projects, government policy or/and proposals
 - Knowledge and experience in preparing and running in-country economic data collection programmes, preferably experience of running programmes remotely via email, telephone or other forms of indirect communication
 - Knowledge and experience of data analysis, including cost-benefit and related analysis, value-chain analysis, descriptive analysis and statistical analysis
 - Demonstrated experience of developing work programmes, budgets and strategies
 - Ability to translate economic analysis into easily understood terms for non-experts
 - Experience providing economic advice to governments, senior officials and fishers or community members
 - Demonstrated experience in providing training courses in the economic, finance or project management areas
 - Demonstrated ability and experience in handling demanding work schedules, and working as part of a team or alone with minimal supervision
 - Experience working with PC computer systems and MS Word, Excel and PowerPoint software
3. Language skills
 - Excellent communication skills in English (oral and written) and able to provide succinct reports for a range of audiences
4. Interpersonal skills and cultural awareness
 - A proactive and positive team player able to work effectively in a multicultural environment
 - Knowledge of Pacific Island countries and territories is an advantage

Salary, terms and conditions

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

Remuneration – the Coastal Fisheries Economist 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 repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents.

Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC’s working languages are English and French.

Recruitment principles – SPC’s recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, 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.

Please note that selection processes are conducted separately, outcome of previous applications have no impact on future applications. Applicants are encouraged to reapply to as many positions as they see fit or believe their profiles match the position.

Application procedure

Closing date: 9 August 2020 – 11:00 pm Noumea Time. Job Reference: AL000314

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, experience 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. Briefly describe an example where you provided economic advice and guidance to a fisheries and/or aquaculture strategic planning process that resulted in the incorporation of appropriate economic components?
2. With reference to your experience, describe how you would approach a community-based monitoring project.
3. What is the economic rationale for government intervention within a market?

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