

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

*The Pacific Community (SPC) invites applications for the position of **CCES Project Officer** – in the Climate Change and Environmental Sustainability Programme. This position will be 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 **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, organizing 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

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### 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 organized, 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

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**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

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**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?