

Adviser, Disaster Risk Management & Climate Change Policy, Applied Geoscience and Technology Division

SPC invites applications for the position of Adviser, Disaster Risk Management & Climate Change Policy, in the Applied Geoscience and Technology Division located at its regional office in Suva, Fiji.

SPC is the Pacific Island region's principal technical and scientific organisation. It delivers technical, scientific, research, policy and training support to Pacific Island countries and territories in public health, geoscience, agriculture, forestry, water resources, disaster management, fisheries, education (community, TVET, standards and assessment), statistics, transport, energy, ICT, media, human rights, gender, youth and culture. More information can be obtained on SPC's website: www.spc.int.

In applying, candidates should be guided by SPC's vision, mission and corporate values, the role and profile of the position and the key result areas and selection criteria.

SPC's vision for the region is a secure and prosperous Pacific Community, whose people are educated and healthy and manage their resources in an economically, environmentally and socially sustainable way.

Our mission is to help Pacific Island people position themselves to respond effectively to the challenges they face and make informed decisions about their future and the future they will leave for the generations that follow.

Our corporate values are underpinned by the principle of 'making a positive difference in the lives of Pacific Island people – putting people first'. They include accountability, integrity, respect, transparency, sustainability, people-centredness, gender equality and cultural sensitivity.

Applied Geoscience and Technology (SOPAC) Division – The division, which was established when the former Pacific Islands Applied Geoscience Commission was integrated with SPC in January 2011, has three technical work programmes: Ocean and Islands, Water and Sanitation and Disaster Reduction. Its services to SPC's members include assessments of the potential of ocean and onshore mineral resources, maritime boundary data collection, coastal protection and management, geo-hazard assessment, water, wastewater, sanitation, disaster risk management, mapping and surveying (including GIS and remote sensing) and natural resources economics. The division's work provides guidance on scientific and technical aspects of the region's seabed mineral resources; supports development of national policy and regulatory frameworks; and contributes to geoscientific and geotechnical understanding of the underlying causes of environmental vulnerability in the region. Its work also focuses on developing knowledge-based adaptation strategies for coastal and nearshore environments, water and sanitation, and disaster risk reduction and awareness raising, technical capacity building and capacity supplementation. The division seeks to maintain a reputation for excellence as the region's principal provider of geoscientific services. It has a team of around 100 staff of which 38 are recruited internationally and 32 are technical staff.

Disaster Reduction Programme – Provides technical and policy advice to support and strengthen disaster risk management practices in Pacific Island countries and territories. The programme's work focuses on disaster risk management policy, strategic planning and governance, natural hazard risk assessments, training and capacity building, and information management. It coordinates its work with

that of other technical programmes across SPC and with regional and international development partners and donors.

The role – The new role of Adviser, Disaster Risk Management & Climate Change Policy, is accountable to the Deputy Director, Disaster Reduction Programme. As part of collaborative arrangements between SPC, the Secretariat of the Pacific Regional Environment Programme (SPREP) based in Samoa, and the Secretariat of the United Nations International Strategy for Disaster Reduction (UNISDR); the position has been established to support the development of an integrated regional strategy for disaster risk management and climate change across the Pacific, referred to as the ‘Roadmap’, by 2015. The appointee will provide technical advice and support to facilitate a collaborative strategy development process and accompanying documentation. A Steering Committee will be established to lead the ‘Roadmap’ implementation and endorse progress reports and the budget for the consultative process from 2012 to 2015, and a system for monitoring, evaluation and reporting. The Steering Committee will be supported by a joint secretariat that will include this position and representatives from the three partners. The appointment is for three years, renewable subject to performance and funding availability.

The profile – SPC seeks a consultative team player with a demonstrated understanding of issues related to disaster risk management and climate change in the Pacific region and a track record of providing regional and policy advice and capacity building support to Pacific Island countries and territories. Attributes will include strong analytical and technical advisory skills and experience in managing project resources. He/she will have excellent interpersonal and communication skills, and the ability to work collaboratively across SPC and with diverse stakeholders.

Key result areas – The successful applicant must be able to demonstrate strong ability and/or potential to progress in the following four key result areas:

1. **Provide technical advice and support** – Provide research, technical advice and support from across SPC to its collaborative partners and member countries and territories to facilitate consultations and coordinate the formulation of the draft integrated regional strategy for disaster risk management and climate change, and implementation arrangements and monitoring and evaluation framework, by March 2015. This will include conducting a literature review; managing assigned staff or consultants to develop an initial draft report by 2014 for consultation at national and regional forums; and providing a regional synthesis report on progress on the Pacific Disaster Risk Reduction and Disaster Management Framework for Action 2005–2015 and the Pacific Islands Framework for Action on Climate Change 2006–2015, by March 2015.
2. **Compliance and reporting** – Provide interim reports and prepare and submit the draft strategy and implementation arrangements for consideration and endorsement by the Steering Committee; ensure reporting requirements are adhered to in an accurate and timely manner; facilitate compliance with all administrative and governance requirements, including relevant policies and regulations; and demonstrate a commitment to uphold SPC’s corporate values and contribute to the effective governance of the Disaster Reduction Programme.
3. **Develop and maintain relationships with clients and diverse stakeholders** – Maintain collaborative working relationships with staff across SPC; maintain strong links with member countries and territories, trilateral partners and other stakeholders to ensure timely and effective delivery of the requirements for the ‘Roadmap’.

4. **Capacity building** – Lead and facilitate capacity building opportunities for Pacific Island countries and territories to develop increased understanding of and support for issues and challenges relating to disaster risk management and climate change.

Key selection criteria – Candidates will be assessed against the following eight criteria:

1. **Project and resource management** – Demonstrate ability to motivate others and lead collaborative activities in a complex regional environment; anticipate and manage risks; and manage resources to ensure value for investment.
2. **Innovation and analytical skills** – Able to generate new approaches; develop and support original solutions based on sound analysis.
3. **Results oriented problem solver** – Able to develop solutions to deliver tangible results for SPC, its members and other stakeholders.
4. **Influencing and relationship building skills** – Able to influence and guide others to achieve common goals; demonstrate strong communication, advocacy and interpersonal skills; contribute to building productive team relationships and partnerships across the organisation and with its stakeholders.
5. **Qualifications** – Masters level qualification in a disaster risk management and/or climate change-related discipline.
6. **Technical expertise** – Demonstrate understanding of issues related to disaster risk management and climate change in the Pacific region and a track record of providing regional and policy advice to Pacific Island countries and territories; experience in the design, coordination, delivery, monitoring and review of institutional strengthening and capacity building programmes; and expertise in project design, development and management.
7. **Language skills** – Proficiency in English, written and oral, with a working knowledge of French being an advantage.
8. **Cultural awareness** – Cultural sensitivity and demonstrated understanding of developing countries, with experience in Pacific Island countries and territories being an advantage.

Remuneration – The Adviser, Disaster Risk Management & Climate Change Policy, is a Band 12 position in SPC's 2012 salary scale, with a salary range of 2,939–4,409 SDR (Special Drawing Rights) per month, which currently converts to approximately FJD 8,000–12,000 (USD 4,400–6,700; EUR 3,500–5,300). An offer of appointment for an initial contract will normally 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. While SPC remuneration in Fiji is not subject to income tax at the present time, this status is currently under review by the Government of Fiji. Any change in this status will apply to Fiji nationals.

Benefits – SPC provides a housing allowance of FJD 1,170–2,625 per month. An establishment and relocation grant, removal expenses, airfares, home leave, medical insurance and education allowances are available for eligible employees and their recognised dependants. Employees are entitled to: 25 days annual leave and 30 days sick leave per annum; life insurance; and access to SPC's Provident Fund (contributing 8% of salary to which SPC adds a matching contribution).

Application procedure – The closing date for applications is **Wednesday 3 October 2012**. Candidates **MUST** provide: a detailed **curriculum vitae**; a written response stating their claims against the **eight key selection criteria**; and contact details, including email addresses, for **three referees**.



Appointment – SPC is an equal opportunity employer. Staff appointments are based on merit, without restriction as to nationality. Preference is given to Pacific Islanders, given equal merit, qualifications and experience.

Apply online – Please use SPC’s online recruitment system at <http://www.spc.int/job.html>.

Important note: Prepare and save your curriculum vitae, response to key selection criteria and referee information as Microsoft Word documents **BEFORE** attempting to submit your application online. It is not possible to partially complete your application via the online system, save it and return to complete later.

Can’t access the online recruitment system? Apply via email: recruit@spc.int; fax: +687 26 38 18 or post: Sally Clark Herrmann, Recruitment and Staff Development Officer, Secretariat of the Pacific Community, P.O. Box D5, 98848 NOUMEA CEDEX, New Caledonia.

Need assistance? Contact Sally in confidence, at sallyh@spc.int or telephone +687 26 01 40.

BACKGROUND – Established in 1947, SPC employs over 570 staff and is headquartered in Noumea, New Caledonia, with offices in Fiji, Federated States of Micronesia and Solomon Islands. SPC has 26 member countries and territories including 22 Pacific Island countries and territories and its founding members Australia, France, New Zealand and United States of America, which contribute a large proportion of its funding. Other major development partners include the European Union, Global Fund to fight AIDS, Tuberculosis and Malaria, United Nations agencies, Asian Development Bank, World Bank and Global Environment Facility, to name a few.

SPC’s working languages are English and French. SPC is led by the Director-General supported by two deputy directors-general and the directors of its technical divisions – Applied Geoscience and Technology; Economic Development; Education, Training and Human Development; Fisheries, Aquaculture and Marine Ecosystems; Land Resources; and Public Health. SPC also has a statistical programme, a strategic engagement, policy and planning facility and an operations and management division.