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## Position Description

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Vacancy Title: **Project Manager - Pacific Ocean Initiative (PM-POI)**

Location: **Suva, Fiji**

Reports To: **Coastal and Marine Ecosystems Adviser**

### Objective

This role exists to provide strategic leadership and management for the Pacific Ocean Initiative and Project Management Unit (PMU) in implementing the activities to achieve outcomes and results.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Project leadership and management

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- Provide leadership and management of the project and the project team.
- Facilitate, coordinate and manage components of the project in collaboration with the project team, SPC and national partners, Technical Programmes and Governance and Operations Departments of SPREP.
- Manage the day-to-day operations of the project including activity scheduling, task assignment, and resource allocation to ensure timely delivery of project outputs and outcomes.
- Collaborate with the project team and implementing partners to develop and implement Annual Work Plans and Budgets (AWP&B) for the project.
- Provide guidance to implementing partners to ensure project activities are delivered in a timely and coordinated manner and in accordance with the approved project logframe, workplan and budget.
- Lead the development of project risk management strategy in collaboration with consortium and national partners and ensure quality control of outputs and outcomes.

##### 2. Technical and policy advice, support and capacity building

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- Provide relevant information to support technical and policy advice to Pacific Island Countries and Territories for the identification, planning and implementation of activities related to coastal and marine ecosystems' health and resilience, especially on regional cooperation and Marine Protected Areas and Other Effective area-based Conservation Measures (OECMs).
- Support research and data analysis and consolidate findings to strengthen evidence based on coastal and marine ecosystems and resources at national and local level.
- Work with SPREP technical programmes to ensure an integrated and consistent approach to the development and implementation of project activities.
- Facilitate complementarities and synergies among project components, ensuring alignment with national and regional strategies dealing with coastal and marine ecosystems, resources

##### 3. Communication and visibility

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- Work with the project's Communications and Monitoring, Evaluation and Learning (MEL) Officer to ensure communication and outreach activities are efficiently designed and implemented, in collaboration with SPREP and SPC Communications teams and stakeholders in accordance with AFD level 2 Communication and Visibility requirements.

##### 4. Monitoring, evaluation and reporting

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- Work with the Communications and MEL Officer, SPREP MEL Adviser and SPC to establish a robust internal and external reporting system ensuring clear linkages and timely reporting to SPREP, donor, project steering committee and national partners.
- Lead the monitoring of project delivery and progress through established monitoring, evaluation and reporting processes, tools and platforms including through SPREP Project Management Information System (PMIS).
- Lead the development of high-quality reports, including technical, financial, and performance reports for submission to the donor, partners, and SPREP Members.
- Assist with the preparation of BCP's contribution to SPREP's annual report and Performance Implementation Plan.
- Prepare relevant briefings notes, updates and presentations about the progress of the Pacific Ocean Initiative when required.

##### 5. Financial and project operational management

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- Support oversight of project funds and spending
- Work with the Senior Finance and Administration Officer to coordinate the development of project's annual budget and procurement plan in consultation with SPC.
- Ensure a clean project audit is obtained on an annual basis.
- Lead the development of terms of references for services to support the implementation of project activities and review of deliverables.
- Work in collaboration with the SPREP Finance and SPC to prepare and submit financial reports to the donor.

##### 6. Partnerships and collaboration

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- Maintain and strengthen effective partnerships and collaboration with the donor, implementing partners, beneficiary countries and other stakeholders.

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
<b>Customer</b>	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Masters Degree	Biological Science, Environmental Science, Environmental Management, Ecology, Environmental Engineering	Or relevant technical field

## Work Knowledge and Experience

1. Minimum qualifications of a Master's degree in Ecology, Biological Sciences, environmental engineering/science/management, or other relevant technical field.
2. At least 10 years of extensive project management experience and technical assistance on programmes/projects related to coastal and marine ecosystem conservation and management, with at least 7 years of this experience in a role requiring a similar degree of versatility and responsibility, including within the Pacific Islands region (experience in SIDS in other regions would also be an asset).
3. Demonstrated solid knowledge and expertise in: a) Coastal and marine environment issues and challenges in the Pacific Island region, including main ecosystems and natural resources assessment and monitoring, conservation measures, local community-based fisheries management etc. b) Research institutions and technical partners involved in coastal and marine conservation. c) National and community structures and protocols in the Pacific island's region.
4. Excellent knowledge of the Pacific Island's region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment as well as excellent experience in establishing and maintaining effective relationships with other CROP Agencies, governments, NGOs, and other stakeholders.
5. Excellent understanding of donors' procedures and reporting requirements, especially AFD, as well as excellent understanding of scientific and technical partners operating in French OCTs.
6. Excellent experience at strategic and high level communications including writing and high level of presentation and reporting to diverse audiences particularly in the Pacific setting.
7. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across the Secretariat's regional and organisational priorities.

## Requirements

### Other Required Requirements

## Work Complexity

### **Most challenging duties typically undertaken:**

- Ensuring overall implementation progress, coordination and on-time delivery of project activities in many Pacific Island countries and territories within approved timeframes
- Leading and managing a technically complex work area and coordinating the Project Management Unit and implementing partners
- Managing expectations by national focal points and stakeholders
- Maintaining effective and productive relationships with AFD, SPC, national agencies and counterparts
- Coordinating and collaborating with related SPREP programmes including Pacific BioScapes and PEUMP2 to ensure effective use of resources and enhanced outcomes.
- Compliance with Financing Agreement signed with the Agence Française de Développement
- Monitoring of compliance by the implementing agency with the terms and conditions set out in the Letter of Agreement between SPREP and SPC.

## Level of Delegation

### **The position holder:**

- Lead the overall coordination, management and implementation of project activities in collaboration with implementing and national partners.
- Manages and has oversight of the Project budget
- Can authorise costs in the Project budget
- Can negotiate and seek opportunities for collaboration with guidance from the Coastal and Marine Ecosystems Adviser

## Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviors forming part of the Performance Development Plan.

## **REMUNERATION PACKAGE – TERMS & CONDITIONS**

**Duty Station:** The position will be based in Suva, Fiji.

**Duration:** Appointment is for a term up to 31 December 2030. There is no expectation of renewal at the end of contract as this is a project specific position.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR41,822. This is equivalent to SAT159,604 per annum. Upon confirmation of probation, salary will be adjusted to SDR47,049 which is equivalent to SAT179,554 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Location Allowance:** A Location Allowance of SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 per annum. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent.

**Term:** For staff recruited from outside Fiji, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments will be based on the Secretariat's Performance Development System.

**Retirement Age:** SPREP's retirement age is set at 65 years.

## FOR STAFF RECRUITED FROM OUTSIDE FIJI, THE FOLLOWING APPLIES :

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Suva, and return, by the shortest and most economical route. This includes:

- economy class airfares;

- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

**Establishment Grant:** A lump sum of SDR2,500 is payable upon taking up appointment and arrival in Suva. This is currently equivalent to SAT9,541.

**Temporary Accommodation and Assistance:** On arrival in Suva, the appointee and dependent(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Suva. This will include help in finding suitable rental accommodation.

**Privileges and Immunities:** SPREP remuneration is tax-free for non-citizens or non-residents of Fiji, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

**Repatriation allowance:** The appointee is entitled to a repatriation allowance equivalent to two weeks' salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

**FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:**

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 per annum per family of 3 or more eligible children.

**School Holiday Travel:** One return economy class flight each year between the place of education (taken to be recognised home) and Suva by (i) each dependent child being educated outside Fiji or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

**Family Leave Travel:** Return economy class airfares between Suva and the recognised home for the staff member and dependents after completing 18 months of service providing no travel is undertaken within the final 12 months of the contract.

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Fiji for expatriate executive furnished housing. The current rate is SAT3,343 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Security Assistance:** Security-related expenses may be reimbursed against actual receipts up to SAT2,400 per annum as stipulated under SPREP's Security Assistance policy.

**Annual Leave:** 25 working days a year (up to a maximum accumulation of 50 days).

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

**Other Leave:** Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Suva on official business.

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP's 24-hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

**Superannuation:** All employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Fiji National Provident Fund or another approved nominated Fund. For Fiji, this is currently 10%.

**Gratuity Payment:** Nationals of Fiji are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

**Learning and Development:** Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

**Definitions:**

'Dependent' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. All genders are equally eligible for all posts in SPREP.

**General:** Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

**More Information on SPREP and its work in the region** can be found on the SPREP website [www.sprep.org](http://www.sprep.org)

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Senior Leadership Team.	Briefings/reporting/communications/participation
	Biodiversity Conservation Programme	Coordination and support
	Other SPREP Programmes.	Collaboration and coordination
	Governance and Operations.	Guidance on internal processes e.g. procurement, budget preparations, payments, audit, etc.
<b>External</b>		
	Beneficiary countries.	Advice, assistance, communications and liaison
	SPC.	Coordination and collaboration
	AFD.	Consultations, collaboration and reporting
	Delivery partners.	Project implementation planning and on-ground implementation
	National, regional, and international organisations.	Coordination and communications

## Attributes

No attributes found.

## How To Apply

Please submit your application online via this link: <https://jobs.hrmonise.com/details/4772/sprep/PM-POI> (Fiji)

## Contact for Enquiries

Contact Name: Shinae Sosene-Feagai

Contact Email: [shinaesf@sprep.org](mailto:shinaesf@sprep.org)

Further Contact Information: (685) 21929 ext 233

**Closing Date:** 26 Jun 2026