

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

The Pacific Community (SPC) invites applications for the position of **Project Implementation Officer, Kiritimati Island Water & Energy Projects** within its GEM division. This position will be located in Kiritimati Island, Kiribati.

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 27 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 **Geoscience Energy and Maritime Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming and two areas of focus within this division:

1. **Oceans and Maritime Programme (OMP)** – assists member countries with services that provide applied ocean science and knowledge for evidence-based policy-making and technical solutions for improved ocean and maritime governance, management and capacity development.
2. **Georesources and Energy Programme (GEP)** – assists member countries by applying technical knowledge in the areas of geoscience and sustainable energy use.
3. **Disaster and Community Resilience Programme (DCRP)** – assists member countries to demonstrate strengthened resilience through integrated action on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation.

The role – the **Project Implementation Officer, Kiritimati Island Water & Energy Projects** will assist the Project Coordinator in managing and effectively delivering all aspects of the Kiritimati Island Water and Energy Projects. The Project Implementation Officer will support (and often lead) administration, finance, procurement, stakeholder engagement, contract management, monitoring and evaluation, reporting, site supervision and associated tasks.

The key responsibilities of the role include the following:

Management and coordination support for the Kiritimati Island Water and Energy Projects

- Supporting the Coordinator to effectively and efficiently plan, manage and deliver projects, including administration, finances, travel arrangements, procurement, reporting, stakeholders (including contractors), communications, governance and monitoring
- Backstopping the Coordinator as needed, providing full coverage of project management and stakeholder engagement duties (including reporting and donor liaison)
- Overseeing on-island staff and on-the-ground activities when the coordinator is on duty travel
- Project administration and budget oversight by coordinating finance and administration requirements, including processing payments, travel arrangements and preparing cash flow and budget projections
- Preparing quality and professional project progress and snapshot reports
- Preparing technical briefing documentation for the coordinator and other key stakeholders (GoK, donors, other) as needed
- Preparing procurement documentation and liaise directly with SPC's Procurement Team to expedite bid evaluations and contract award
- Actively working with the coordinator to prepare documentation, proposals and investment plans and engage relevant stakeholders to leverage funding to scale-up water and power project scope
- Preparing and updating procurement planning and tracking documentation to facilitate effective contract management
- Preparing and updating workplans to streamline project delivery and highlight critical path activities.

Technical support and supervision of water and power supply system improvements

- Providing specialist technical input to the design, upgrade, installation, operation, monitoring and maintenance of Kiritimati's water and power supply infrastructure
- Planning and supervising civil works, water system works and power supply upgrades.
- Engaging and coordinating local contractors and labour groups
- Applying professional contact management practices and site supervision
- Supporting and guiding SPC's Communications and Engagement Assistant to collect suitable content to showcase project achievements
- Capturing and disseminating lessons learned and best practices where appropriate
- Promulgating occupational health and safety (OH&S) practices among staff, contractors, GoK counterparts and labour groups.

Liaison with and building capacity of government and other key stakeholders

- Applying effective and professional communication skills in liaising with SPC, donors, consultants, GoK, community representatives and other stakeholders involved with project implementation
- Preparing and delivering clear and concise presentations (covering all projects' components) at governance meetings
- Representing the project at various meetings and speaking clearly and confidently
- Directly engaging in and supporting GoK and community capacity building efforts in the upgrade, operation and maintenance of Kiritimati's water and power supply systems

- Leading the development, update and implementation of GEDSI action plans.

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

Key selection criteria

Qualifications

- A bachelor degree from a recognized institution, in a discipline relevant to: international development, engineering, environmental science, management, water resources management, renewable energy, governance and policy development, and/or another relevant field or equivalent body of knowledge and experience.

Technical expertise

- At least eight years relevant supervisory and project management experience
- Strong understanding and experience in project management, including with project-cycles, log-frames, reporting, contract management, MERL and risk management
- Administration, procurement and financial management systems/processes
- Experience and understanding of water and energy security challenges and responses in Kiribati, atoll and/or small island environments, at both the national and community levels, and including considerations such as the role of gender.

Language skills

- Good English communication skills.

Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted until 30 June 2027.

Remuneration – the **Project Implementation Officer, Kiritimati Island Water & Energy Projects** is a band 9 position in SPC's 2025 salary scale, with a starting salary range of 3,124–3,831 SDR (special drawing rights) per month, which currently converts to approximately AUD 5,998– 7,355. 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 is based on annual performance reviews.

Benefits for international staff employees– SPC provides a housing allowance of AUD 1,400–2,000. 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 10% 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: 14 July 2025 – 11:00 pm (Noumea time)

Job Reference: CR000443

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

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference.

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

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2.000 characters per question):

1. Provide an example of when you supported delivery of a complex infrastructure project, and what you feel were the key factors of success.
2. Please rank in order, from strongest (with which you are most proficient) to weakest (where you require most professional development) facets of project management with which you are familiar.
3. What makes you – particularly your motivations, skills and experience – unique and valuable to the role?