



Pacific
Community
Communauté
du Pacifique

- **Suva-based position (Fiji)**
- **Attractive expatriate package**
- **Join the principal development organisation in the region**

*The Pacific Community (SPC) invites applications for the position of **Project Manager – Organic Learning Farms Network** within its Land Resources Division. This position will be located at its regional office in Suva, Fiji.*

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 organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Land Resources Division (LRD)** provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities. LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology, and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals.

The role - **Project Manager – Organic Learning Farms Network** will provide strategic vision, management, and direction for the Pacific Organic Learning Farm Network – Agro ecology and agro forestry for climate resilience project. The Project Manager will oversee implementation of all aspects of the project including coordination of the staff and partners involved at national (producers, government institutions) and regional levels, and internally within SPC. The position is responsible for in-country activity implementation in Fiji, Nauru, Tonga and Solomon Islands, financial management, reporting and operations.

The key responsibilities of the role include:

Project Management

- Oversee the development of project management systems and processes including risk management and monitoring and evaluation.
- Ensure the effective implementation of the Organic Learning Farms Network project, including implementation planning and monitoring, problem solving, managing budget execution.
- Coordinate and communicate across project partners to ensure effective
- communication and management of any project-related issues that may arise.
- Ensures donor contract compliance and that narrative and financial reports are of high quality and completed in a timely manner.

Supervision, mentoring and supporting staff & consultants

- Supervises overall performance of project staff and consultants.
- Provides advice, mentoring and support in design and delivery of national activities and other activities in relation to the project.
- Develops TORs for project consultants and manages consultant contracts.
- Ensures that 6-monthly plans and budgets of staff are accurate, realistic and meet the project objectives and are regularly monitored and reviewed.
- Ensures staff performance appraisals are completed mid-year and annually.

Facilitation of effective communication among and between national partners and regional development partners

- Oversee the development and monitoring of an effective communications plan with project counterparts concerning the implementation of project activities including (i) high-level liaison with permanent secretaries and other senior government staff where required and (ii) consultation with NGOs, civil society groups, women's groups, and others.
- Oversee implementation of the communications and visibility strategy, including the development of communications materials, for the Organic Learning Farms Network project following the KIWA Initiative communication guidelines.
- Support to project country beneficiaries on communication needs in relation to the project delivery.
- Leadership of the effective liaison and promotion of networking between key stakeholders and other individuals involved in project implementation, between projects where relevant, and with the beneficiaries of the EU funded PROTEGE project implemented by SPC.

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

Key selection criteria

Qualifications

- Degree in governance, agricultural economics, international development, management, or a related field required or equivalent body of knowledge and experience.

Technical expertise

- Minimum of 10 years of work experience in agricultural, sustainable development, environmental, or economic growth programs or initiatives in the Pacific is required, with at least 5 of those years of experience in project management and staff supervision.
- Prior experience working on a donor-funded project is highly desirable.
- Good knowledge of climate change and biodiversity issues in the Pacific.
- Good knowledge of climate adaptation issues in the agriculture sector.
- Understanding of the role of biodiversity for climate adaptation.
- Excellent computer skills across necessary applications including database management.
- Financial, human resource and administrative management skills in a challenging environment, with a particular focus on stakeholder management and monitoring programme/organizational performance.
- Representative experience through work at the national, regional and international levels with a particular focus on advocacy, with a view to developing and maintain key relationships.
- Development and evaluation of learning/training materials and tool kits.
- Understanding of agricultural systems in the Pacific.

Language skills

- Fluency in English; excellent oral and written skills required.
- Excellent communicator, with strong verbal, writing and editing skills.

Interpersonal skills and cultural awareness

- Interpersonal skills across a multicultural environment, able to deliver information within a cross-cultural context.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted until 30 June 2026 and is subject to renewal depending on performance and funding.

Remuneration – The **Project Manager – Organic Learning Farms Network** is a band 11 position in SPC's 2025 salary scale, with a starting salary range of 3,245–4,057 SDR (special drawing rights) per month, which currently converts to approximately FJD 9,768–12,211 (USD 4,316–5,395; EUR 3,975–4,969). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,500–5,200 per month. 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 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 bilingualism, 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 Privacy Policy.

Application procedure

Closing Date: 14 July 2025 – 11:00 pm (Noumea time)

Job Reference: CR000449

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.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to Fiji Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

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. POLFN is funded by a consortium of donors through an intermediary management company. Can you share/explain any working experience you may have in a similar setting or projects funded by multiple partners?
2. The project's objective is to train selected farmers and associated players in agriculture about sustainable and ecologically sound farming. Could you explain how you or the project team would go about conducting a training in a rural village in any one of the countries covered by the project?
3. Could you share your opinion or idea about exchanging youths in farming or agriculture?