

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

*The Pacific Community (SPC) invites applications for the position of **Procurement Officer** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.*

## Description

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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 **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The **Procurement Officer** will manage procurement activities, including sourcing of goods, and development of requirements; provide accurate advice on procurement activities; and ensure compliance with organisational policies; and assisting with the mainstreaming of social and environmental principles in SPC's procurement practices.

**The key responsibilities of the role include the following:**

### Operations: procurement

- Manage the procurement actions for the division, including Requests for Proposals (RFPs), Requests for Quotations (RFQs,) and exceptions requests in accordance with SPC's Procurement Policy.
- For other allocated divisions or programmes manage the RFP, and provide support on RFQs and other procurement processes.
- Prepare procurement documents for Requests for Proposals (RFP) and Requests for Quotations, including the technical statement of needs.
- Provide support to all division programs/projects (and any other allocated divisions) with the formulation of their annual procurement plans, and development of their procurement documentation.
- External relationships with vendors, including preferred suppliers, are managed.

### Guidance

- Provide advice to assigned division staff and other allocated SPC divisions on procurement processes, including appropriate use of exceptions.
- Advice to decision-makers (including the Procurement Committee) on complex procurement issues taking into account stakeholder's requirements to ensure value outcomes.
- Advice provided to decision-makers on how to manage ethical issues; integrity demonstrated.
- Risks identified, mitigated and/or escalated.

### Outreach, education and training

- Provide capacity building to SPC staff in procurement functions.
- Builds collaborative relationships with staff across OMD and SPC.
- Ensure communication with key stakeholders and builds strong relationships.

### Systems and processes

- Contribute to improving procurement tools and systems to assist with building understanding and compliance and facilitate project audits.
- Implement improvements in processes, procedures and systems, including assisting with mainstreaming SPC's social and environmental principles in procurement actions.
- Identify recommendations on policy and process updates.
- Process improvements collaboratively identified and implemented.

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

## Key selection criteria

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### Qualifications

- Bachelor's degree in law, finance, procurement, administration, international relations, sustainable development or related field

### Technical expertise

- At least 6-7 years' experience providing advice on procurement matters in a public sector environment

### Language skills

- Excellent communication skills in French and English (spoken and written)

### Interpersonal skills and cultural awareness

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

## Salary, terms and conditions

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**Contract Duration** – This vacant position is budgeted for until 31 December 2027 and is subject to renewal depending on funding and performance.

**Remuneration** – the **Procurement Officer** is a Band 9 position in SPC's 2025 salary scale, with a starting salary range of 3,209–3,915 SDR (special drawing rights) per month, which currently converts to approximately XPF 469,027–572,250 (USD 4,268–5,207; EUR 3,930–4,795). 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. 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 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:** 25 May 2025 – 11:00 pm (Noumea time)

**Job Reference:** KK000078

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. Please describe a successful procurement project that you have managed from start to finish. What were the key objectives, challenges, and outcomes, and how did you contribute to its success?
2. Please describe how you would provide procurement support to a colleague who is a technical specialist but has limited operational knowledge on how to undertake international procurement.
3. Please describe a time when you have had to work closely with other team members and across teams to achieve high quality results to tight deadlines. What was your main contribution to the team?