

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

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

## 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 **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 role – the **Data and Information Management Adviser** will provide expertise and leadership in information management to strengthen the cataloguing, classification, and organisation of SPC's data, information, and knowledge resources. This includes establishing metadata standards and harmonised vocabularies, developing and maintaining ontologies, and enhancing the discoverability and interoperability of data across the organisation and with regional partners.

The key responsibilities of the role include the following:

### Data and Information Architecture

- Harmonised classification, metadata, and taxonomy frameworks are established and maintained to enable meaningful data discovery and reuse.
- Ontologies and controlled vocabularies are introduced or enhanced to promote consistent data interpretation and interoperability across SPC and regional partners.
- Documentation of metadata standards and information architecture guidelines is comprehensive, clear, and updated regularly.

### Data Catalogue and Repository Management

- SPC's data and information resources are systematically catalogued, with metadata captured in a user-friendly, central repository.
- Versioning, provenance, and data access protocols are in place, improving data quality, traceability, and reporting.
- Improved discoverability of information resources leads to measurable increases in data usage and user satisfaction.

### Capability Building and Communities of Practice

- Effective training programmes and workshops on metadata standards, information management principles, and taxonomy/ontology development are delivered across divisions and with member states.
- Communities of practice (CoPs) are established to share best practices, troubleshoot challenges, and continuously enrich SPC's information management framework. The Adviser will establish CoPs, coordinate meetings and facilitate workshops to promote knowledge sharing and establishing harmonised approaches to data and information management.
- Clear documentation, guidelines, and toolkits are produced and shared to enable ongoing improvements in information management.

### Collaboration and Advisory Support

- Subject matter experts, cross-functional teams, and regional partners can effectively align on metadata standards and classification models.
- Advice on emerging tools or best practices is provided to support the further integration of modern information management approaches.
- Enhanced interoperability, discoverability, and reuse of resources across SPC systems and partner platforms demonstrate the impact of the Adviser's contributions.

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

## Key selection criteria

### Qualifications

- Master's degree in Information Management, Information Science, Library Science, Data Management, Computer Science, Data Science or related fields or equivalent body of knowledge and experience

### Technical expertise

- Minimum of 10 years of progressive experience in Information Knowledge Management (IKM), data management, metadata management, and library systems.
- Demonstrated expertise in principles of sharing machine-readable Linked Open Data and in implementing metadata, cataloguing and interoperability standards and frameworks e.g., Semantic Web, schema.org, MARC, SKOS, Dublin Core, DCAT, RDF, DDI, ISO 19115, ANZLIC.
- Proven track record of implementing taxonomy, ontology, and metadata solutions to enhance discoverability.
- Experience leading or contributing to Communities of Practice in the information management domain.
- Experience with data management cataloguing systems such as CKAN, Socrata, Koha, DSpace or similar.
- Strong understanding of Pacific development challenges and data sovereignty issues.

#### Language skills

- Excellent communication skills in English.

#### Interpersonal skills and cultural awareness

- Ability to work in a multi-cultural, inclusive and equitable environment.

## Salary, terms and conditions

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

**Remuneration** – the **Data and Information Management Adviser** is a band 11 position in SPC's 2025 salary scale, with a starting salary range of SDR (special drawing rights) 4,397-5,400 per month, which converts to approximately XPF 642,655-789,288 (USD 5,848-7,182; EUR 5,385-6,614). 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. 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 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 private policy.

## Application procedure

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**Closing date:** 29 June 2025 – 11:00 pm (Noumea time)

**Job Reference:** CR000432

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. Can you describe your experience in developing and implementing metadata standards, taxonomies, and ontologies to enhance data discoverability and interoperability? Please provide specific examples of frameworks or systems you have worked on.
2. This role involves leading training programmes and facilitating Communities of Practice on metadata management and information governance. Can you share an example of how you have successfully trained or engaged stakeholders in adopting best practices in data and information management?
3. How have you contributed to improving interoperability between different data systems or organisations? Please describe a project where you implemented metadata standards or classification models to enable seamless data exchange.