



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 **Grants and Collaborations Team Leader (Post-Award)**, within its Operations Management Directorate 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, education, public health, 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 **Grants and Collaborations Team Leader** will lead a small team that will work closely together in the Grants and Collaborations Team to ensure the effective and timely delivery of high-quality grant management services across SPC. This new role will be responsible for providing expert advice and support on complex grant-related activities, enhancing stakeholder engagement, capacity building, and understanding of grants management processes, and driving continuous improvements in grant systems and practices. The Team Leader will play a key role in fostering strong relationships with internal and external stakeholders, ensuring that grant activities meet the standards expected by SPC and our funders and that align with SPC's strategic objectives.

The key responsibilities of the role include:

Operations: Grants and Collaborations

- Manage the grants and collaborations team to: achieve quality outcomes from grant and collaboration activities undertaken by SPC; deliver high quality support and advice; and harmonised and consistent service across SPC to the agreed service standards and in accordance with relevant SPC policies.
- Ensure quality customer service is provided to SPC's divisions undertaking grant and collaboration activities, and divisional relationships are maintained.
- Regularly prepare and present performance reports to internal and external stakeholders.

Post-Award

- Oversee post-award activities, ensuring grants are delivered according to agreed timelines and standards.
- Oversee the monitoring, reporting, and closure processes for grants and LOAs awarded ensuring consistent services provided to Divisions across SPC in successfully implementing Grants and collaboration activities.
- Ensure that grant and collaboration capacity building and training support is provided across SPC and to its grant recipients.
- Support other areas as needed, including during the pre-award phase and in initiatives aimed at enhancing the performance of the grant awarding processes

Advice and Guidance

- Offer expert guidance on the management of grants and collaborations, including best practices and compliance with SPC policies and international standards.
- Provide informed advice to decision-makers (including relevant committees) on complex grant and collaboration matters, ensuring that all stakeholders' requirements are considered to deliver value outcomes.
- Offer advice to decision-makers on managing ethical considerations in grant and collaboration activities, ensuring integrity and adherence to SPC's ethical standards.
- Identify potential risks in grant and collaboration processes, providing advice on mitigation strategies and escalating issues as necessary to ensure successful outcomes.

Risk Identification and Management:

- Identify potential risks in grant and collaboration processes,
- provide advice on mitigation strategies and escalating issues as necessary to ensure successful outcomes.

Management of Staff

- Manage the grants and collaborations staff that may be based both in Suva and Noumea.
- Lead the grants and collaboration staff and resources ensuring clear direction, support, and motivation is provided to staff.
- Lead the recruitment and selection process ensuring that staffing level and capabilities are appropriate to meet operational needs.
- Manage the performance management process for staff ensuring that team performance goals are aligned with SPC objectives and manage the training and development needs for staff ensuring continuous learning and skill development within the team.

Outreach, Education and Training

- Lead the development and delivery of training programs to internal and external stakeholders to enhance understanding and management of grants and collaborations, including pre-award and post-award processes, and as part of SPC's performance enhancement work.
- Lead on fostering strong, collaborative relationships with all SPC stakeholders, ensuring alignment and support for grants and collaborative activities.
- Lead on maintaining open and effective lines of communication with key stakeholders, building strong relationships to support the effective implementation of grants and collaborative initiatives.

Systems and Processes

- Enhance the tools and systems used for managing grants and collaborations, ensuring they support better understanding, compliance, and efficiency across SPC.
- Regularly review and suggest updates to policies and processes related to grants and collaborations, ensuring they remain relevant and effective.
- Take charge of specific components of improvement initiatives aimed at enhancing the overall management and effectiveness of grants and collaborations within SPC.

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

Key selection criteria

Qualifications

- A postgraduate qualification in a relevant field such as law, finance, procurement, business administration or international development or equivalent body of knowledge and experience.

Technical expertise

- At least 7-8 years of experience leading a team providing advice on grants and collaborations, project management or stakeholder engagement, financial or legal management in a public sector or not-for-profit environment.
- Demonstrated experience in leading and managing teams, with strong organisational and coordination skills.
- Proven ability to provide central support for, or to manage directly, complex projects or programs, including planning, implementation, monitoring, and reporting.
- Strong ability to engage and collaborate with diverse stakeholders, including internal teams, external partners, and funders.
- Solid understanding of budgeting, financial reporting, and resource management.
- Ability to present information clearly and persuasively to different audiences.
- Strong analytical and problem-solving skills, with the ability to make informed decisions.
- Willingness to learn and adapt to new challenges, with a proactive approach to professional development.
- Commitment to upholding ethical standards and ensuring transparency in all activities.
- Familiarity with grant management, donor compliance, or collaboration processes.

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage.

Interpersonal skills and cultural awareness

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

Salary, terms and conditions

Contract Duration – 3 years – subject to renewal depending on funding and performance

Remuneration – The **Grants and Collaborations Team Leader** is a band 11 position in SPC's 2025 salary scale, with a starting salary range of 3,091–3,864 SDR (special drawing rights) per month, which currently converts to approximately FJD 9,303–11,629 (USD 4,111–5,138; EUR 3,786–4,733). 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: 8 June 2025 at 11:59pm (Fiji time)

Job Reference: TT000076

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 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. Can you describe a time when you had to manage a complex grant from solicitation, inception up to closure? What challenges did you face, and how did you overcome them?
2. How do you ensure compliance with both funder requirements and organisational policies when managing multiple grants simultaneously?
3. Tell us about a time when you had to navigate a difficult external audit or review of a grant program. How did you prepare, and what were the results?