



Pacific
Community
Communauté
du Pacifique

The Pacific Community (SPC) invites applications for the position of **Energy Knowledge Management Officer** 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 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 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 **Geoscience Energy and Maritime Division (GEM)** provides advice, technical assistance, research and training support to Pacific Island countries and territories. 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 other two focus areas within this division are **Programming and Operations**, which is responsible for driving integrated programming excellence and operational support across the division, and **Earth and Marine Observation**, which is responsible for providing diverse, integrated, and unique and demand-driven services across SPC work programmes, projects and countries.

The **Energy Knowledge Management Officer** is responsible for supporting the coordination and implementation of the Regional Energy Framework, in particular the implementation of the Pacific Regional Data Repository for Sustainable Energy for ALL (PRDR) Strategy. The incumbent will also be involved in resource mobilisation and monitoring and evaluation efforts.

The key responsibilities of the role include:

- Energy data and knowledge management
- Planning, policy and regulatory frameworks
- Contribute to resource mobilisation and Monitoring & Evaluation efforts

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

Key selection criteria

Qualifications

- A specialised degree in statistics, economics, engineering or science and / or closely related fields from a recognised institution

Knowledge and experience

- At least 7 years of experience in energy statistics and energy knowledge management
- Familiar with resource mobilisation efforts
- Reasonable knowledge of work plan monitoring and evaluation
- Experience in advocacy and capacity building efforts

Essential skills

- Excellent team player and participatory process skills
- Ability to communicate effectively with member country governments, regional and international organisations
- Computer literacy particularly with Microsoft Office and GIS applications are essential
- Ability to plan, prioritise, and coordinate activities

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 – Until 31 December 2022

Remuneration – The **Energy Knowledge Management Officer** is a Band 9 position in SPC's 2020 salary scale, with a starting salary range of 2,229–2,786 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,642–8,302 (USD 3,076–3,845; EUR 2,741–3,427). 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 1,230–2,750 per month. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance and education allowances are available for eligible employees and their recognised dependents. Employees are entitled to 25 days of annual leave and 30 days of sick leave per annum, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Equal opportunity – SPC is an equal opportunity employer. Recruitment is based entirely on merit; in cases where two short-listed candidates are judged to be of equal rank by the selection committee, preference will be given to Pacific Island nationals.

Child protection – SPC is committed to child protection, irrespective of whether any specific area of work involves direct contact with children. SPC's Child Protection Policy is written in accordance with the Convention on the Rights of the Child.

Police clearance – Successful candidates will be required to provide a police clearance certificate.

Application procedure

Closing Date: 15 March 2020 – 11:45pm Fiji time

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
- contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

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

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

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. The Pacific Community does not support dual spouse employment.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

1. Could you describe your experiences in energy data management?
2. Describe your involvement and achievements in energy policies and energy frameworks?
3. What are your experiences in drafting project proposals?