



JOB DESCRIPTION

Job Title:	Implementation Support Officer – Micronesia
Division/Programme and Section/Program:	Geoscience, Energy and Maritime (GEM) Division, Disaster and Water Resilience Programme (DWRP)
Location:	Pohnpei, Federated States of Micronesia
Reporting to:	Programme Manager, Pacific Humanitarian Warehousing Program (PHWP) with matrix reporting to the Director, Micronesia Regional Office.
Number of Direct Reports:	0
Purpose of Role:	The Implementation Support Officer provides country and sub-regional coordination support for the delivery of PHWP activities across Micronesia. The role acts as the primary liaison between PHWP, SPC's Micronesia Regional Office, National Disaster Management Offices and other stakeholders, facilitating implementation of Country Implementation Plans and supporting programme delivery through coordination, procurement and contract support, logistics, governance engagement, reporting, communications and stakeholder engagement.
Date:	September 2026

Organisational Context and Organisation Chart

SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

The GEM Division uses scientific and technical innovations to develop solutions that help overcome development challenges in the Pacific. GEM consists of four key technical programmes: Disaster and Water Resilience Programme (DWRP), Oceans and Maritime Programme, Georesources and Energy Programme, and Earth and Marine Observation Programme.

SPC has brought together its efforts in disaster risk management and water security, into the integrated Disaster and Water Resilience Programme (DWRP) as part of SPC's Geoscience, Energy and Maritime (GEM) Division. The DWRP delivers this work through a series of programs and programme funding, coming together through integrated programmatic delivery (<https://gem.spc.int/key-work/DCRP>).

The Pacific Humanitarian Warehousing Program (PHWP) which commenced implementation in 2024, is a

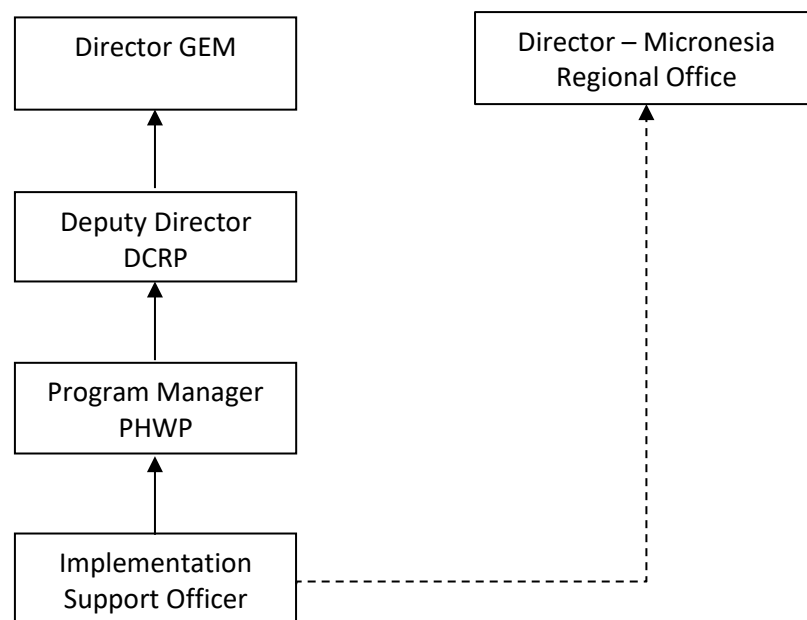
multi-country and multi-donor funded programme that aims to strengthen warehousing capability in fifteen (15) participating countries, with pre-positioned supplies, that can be distributed in the first 48 hours. The overall goal is for participating countries to be better prepared and more resilient to the impact of disasters. Three End of Programme Outcomes intended to be achieved at the end of implementation phase are:

EPO 1 - Pacific Governments and humanitarian partners have timely access to climate and disaster resilient fit-for purpose warehouses and disaster relief supplies with strategies for distribution that are accountable to and meet the needs of those at risk, such as women, children, people with diverse SOGIESC, people with disabilities and older persons.

EPO 2 - Warehouse and supplies management are funded to an appropriate scale to be able to contribute in a complimentary way to stronger national and regional partnerships, response, and recovery outcomes.

EPO 3 - National Pacific and Timor Leste partners are increasingly able to independently manage humanitarian warehouses and prepositioned supplies in ways which address the impact of climate change and are more inclusive of those most at risk as decision-makers.

The role of the Implementation Support Officer – PHWP is based at the SPC Micronesia Regional Office, in Pohnpei, and reports to the PHWP Program Manager for programme delivery, technical direction, work planning and performance. There is also a functional reporting relationship to the Director – Micronesia Regional Office for country engagement and coordination, government protocol, OneSPC integration, office operations, duty of care, staff wellbeing, safety and security, and operational, reputational and country-level risks.



Key Result Areas (KRAs):

KRA 1: Coordinate and support the implementation of PHWP activities in the Polynesian countries of the PHWP – Federated States of Micronesia (FSM), Kiribati, Naoero, Marshall Islands (RMI) and Palau (40%)

KRA 2: Support financial planning, procurement, contract and grant administration, logistics and work planning (20%)

KRA 3: Support implementation of PHWP infrastructure, supplies and systems activities, including related government engagement and capacity strengthening initiatives (20%)

KRA 4: Supporting program coordination, management, communications, reporting and DWRP implementation in the countries. (20%)

The performance requirements of the Key Result Areas are broadly described below

KRA 1: Coordinate and support the implementation of PHWP activities in the Micronesian countries of the PHWP (40%) • Coordinate implementation of activities across FSM, Kiribati, Naoero, RMI and Palau in accordance with the respective Country Implementation Plans. • Act as the primary in-country and sub-regional focal point for PHWP implementation, supporting engagement between government agencies, stakeholders, SPC technical teams and implementing partners. • Support implementation of programme priorities, ensuring alignment with Results Framework, Greening, GEDSI and Localisation commitments. • Facilitate the procurement of goods and services and support the engagement of consultants and contractors, including onboarding, logistical coordination, stakeholder liaison, and implementation support. • Support identification and coordination of capacity strengthening opportunities for NDMOs, National Governance Committee meetings and other key implementing partners. • Maintain implementation records and contribute information for programme reports, management briefs and decision-making processes. • Identify, escalate and monitor implementation risks and support development of mitigation actions.	• Country Implementation Plans are maintained and updated as required. reflecting national priorities, country-specific implementation arrangements, and where appropriate, customised MERL indicators' and stakeholder endorsement. • Support implementation of national activities in line with SPC policy and country/regional needs. • Programme activities are implemented according to approved agreements, budgets, workplans and comply with SPC Policies and Procedures. • Program implementation and results are locally and/or regionally owned, and benefits derived from the program can be sustained beyond the life of the program. • Risks are identified, monitored and escalated in a timely manner to the PHWP PMO and SPC Micronesia Regional Office, with appropriate mitigation measures implemented where possible. • Consultant and contractor onboarding and mobilisation are completed efficiently. • Capacity strengthening opportunities are identified and effectively supported.
KRA 2: Support financial planning, procurement, contract and grant administration, logistics and work planning (20%). • Support development of costed workplans, budgets and Grant Agreements in a timely manner using templates provided (building capacity where needed), working with SPC finance, Grants and Procurement staff to accurately manage risks. • Guide and support program-level procurement planning processes and meet SPC accountability requirements, including: ○ providing technical assistance on procurement/grant matters to maximise economies of scale, meet member country and/or regional needs and enhance member country and/or regional systems. ○ identifying appropriate modalities for each activity in accordance with SPC policy, factoring in the nature and value of activities, implementation timeframe, risks, the capacity and systems of the	• Country Implementation Plans and Annual Work Plans are comprehensive, costed, reflect national priorities, accurate, and aligned to the overarching program budget. • Country implementation records and programme documentation are maintained in accordance with agreed programme standards and support timely reporting and decision-making. • Support in developing Grant Agreements and monitor implementation, reporting and financial acquittals. • Assist in coordinating meetings for in-country missions and the National Governance Committee (NGC). • Procurement and Grants for necessary services, supplies, equipment, and infrastructure are carried out in accordance with SPC procurement procedures; and procurement processes are facilitated effectively without undue program delays. • Quality goods, works and services are acquired

implementing entity, and supporting localisation and GEDSI inclusive ownership of deliverables where possible. • Support technical staff coordinate and manage nationally implemented initiatives for program-funded services, supplies and equipment in the countries. This includes: ○ Working with SPC Legal on major procurements and grants, including the DWRP Procurement and Grants Officer. ○ Support PHWP technical staff with procurement in accordance with SPC policy, including preparing procurement documentation, seeking quotations, coordinating evaluation committees, negotiating with suppliers where necessary. ○ Managing good working relationships with Governments and suppliers.	at the best value for money, meeting all necessary requirements and in line with nominated country and/or regional needs. • Program expenses for nominated countries and/or regional activities receive unqualified audits and are deemed eligible. • Timely issuance of mission advisory letters and related travel logistics. • Recipients submit full acquittals in a timely manner and manage grant funds in accordance with contracted budgets.
KRA 3: Support implementation of PHWP infrastructure, supplies and systems activities, including related government engagement and capacity strengthening initiatives (20%) • Work with the PHWP Infrastructure Specialist Unit (ISU) technical staff and in-country focal points to ensure appropriate support in communications, engagement and visibility activities for the program are undertaken in countries. To also monitor delivery timelines for construction and preparatory technical assessments including the program's Communications, Engagement and Strategy, MERL Strategy, GEDSI Strategy, Localisation and Greening Strategies. • Support implementation of warehouse management systems and related capacity strengthening initiatives in participating countries. • Support consultation with countries to prioritise supplies list including delivery in collaboration with national stakeholders and technical specialists. • Establish and maintain effective communications with Governments and key national stakeholders supporting implementation, including: ○ developing close, strong working relationships with focal points ○ acquire relevant permits related to delivery of the construction component. ○ promoting networking between country and/or regional risk reduction and resilience stakeholders. ○ identify and manage risks. ○ explore opportunities for capacity strengthening within national agencies.	• ISU construction schedule is achievable realistic and comply with Government processes. • National building codes are considered in the preparing design documents. • Government are part of the construction process from design to completion of construction. • Support Government monitor the defects liability period. • The program has high-level government buy-in in the countries. • National Governance Committees meet as required to make decisions on the construction component and are inclusive allowing for diverse voices to be heard. • Coordinate After-Action Review to capture lessons learned. • Permit and approval processes are actively coordinated and followed up with relevant authorities to minimise delays. • Coordinate meetings with Government and stakeholders to discuss supplies to be pre-positioned. • Support NDMOs implement key requirements identified in the Country Systems Plans to strengthen in-country capability around warehouse systems.

○ monitor construction timeframe. ○ assisting to facilitate multi-stakeholder consultations with Government.	
KRA 4: Supporting program coordination, management, communications, reporting and DWRP implementation in the countries (20%). • Provide timely inputs from Country Implementation Plans into programme workplans, financial reports, narrative reports, donor reports and management briefings. • Update vendor registration and asset registers. • Work with program administration staff to ensure all program records created for sub-regional activities where relevant are saved in the shared records management system and accessible to other team members, including for MERL and audit purposes. • Contribute to creating a positive team environment and work with technical staff to deliver activities in the Country Implementation Plan. • Provide inputs to monthly/annual reports and visibility stories. • Support DWRP implementation in countries where appropriate. • Country engagements, missions and implementation risks are communicated and coordinated effectively between PHWP and the Micronesia Regional Office. • Programme implementation contributes to coherent OneSPC engagement and supports positive relationships with government and development partners.	• Program communications, engagement and visibility activities are undertaken in line with the program's Communications, Engagement and Visibility Strategy. • Country-level and/or regional progress reports and costed work plans are completed to a high standard. • Effective communications networks are established and maintained with appropriate contact points. • Full program workplans and reports accurately reflect nominated country and/or regional planning/progress. • Participate at regional/national meetings. • Vendor registration, contract listings and asset registers are prepared and updated. • Annual Work Plans are implemented and completed. • Records created for nominated countries and/or the region are complete and accessible to other team members. • National consultant list developed and utilised to support implementation. • Program MERL is regularly updated and meet SPC accountability requirements, informs communications, and supports results-based adaptive management. • Monitoring data is accurate, comprehensive and verifiable. • Maintain regular communication with the Director, Micronesia Regional Office on significant country engagements, implementation risks, government concerns, planned missions and emerging issues that may affect SPC's relationships, reputation, staff wellbeing, safety and security, or broader country programme delivery. • Consult with the Director, Micronesia Regional Office before making commitments that extend beyond approved PHWP workplans, budgets or implementation arrangements, or which may have implications for other SPC programmes, partnerships or government relationships.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Coordinating implementation through the Country Implementation Plans and negotiating national priorities, contracts and grants with different expectations, cultures, institutional arrangements, capacities, languages, time zones, and currencies.
- Monitoring construction of the warehouses with strict delivery timelines and related small and large contracts/grants in Pacific Island Countries and/or the regional level, and ensuring consistency and quality is maintained.
- Coordinating and facilitating information exchange, networking and collaboration across multiple countries and/or the region.
- Managing at times contrasting expectations of country and regional counterparts, collaborating agencies, SPC and the donors.
- Ensuring the sustainability of actions undertaken.
- Implementing activities within the context of remote environment that impact travel and supply chains.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: • National government agencies • National Governance Committees • Development Partners including DFAT, France, Humanitarian Logistics Capability, Germany, Japan, MFAT, World Food Program and United Kingdom • Regional and international organisations • Humanitarian Partners • Civil society groups, non-government organisations, organisations of persons with disabilities across the region • Private sector organisations across the region • Recipient communities • Consultants and firms • Climate change and disaster risk management networks	• Consultation Direct national liaison • Service provision and support Public relations • Joint implementing partners • Strategic collaboration
Internal Key internal contacts are: • Director for Micronesia Regional Office and relevant staff • PHWP PMO technical and admin staff • PHWP Infrastructure Support Unit • Deputy Director DWRP • Other DWRP staff members • GEM Director, Finance, MERL and communications teams • Professional staff from related SPC programs/divisions • SPC Operations and Integration teams	• Reporting, liaising, facilitating, coordinating

Level of Delegation:

Routine Expenditure Budget: 0 EUR

Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

Personal Specification:**Qualifications**

Essential:	Desirable:
• A bachelor's degree from a recognised institution (or equivalent work experience) in a discipline relevant to program management, international development, infrastructure development, climate resilience or disaster risk management or equivalent body of knowledge and experience.	• Training in project management, MERL, financial, procurement and/or contract management.

Knowledge/Experience

Essential:	Desirable:
• At least 7-8 years in program coordination/management position in the Pacific region. • Strong understanding and experience in program management, including with: program-cycles; financial forecasting and reporting; grant and contract management; MERL; and risk management • Knowledge of procurement and financial management systems, and implementing programs across multiple government agencies in the Pacific. • Experience with facilitating multi-stakeholder participatory, consultative, gender and social inclusion approaches to development, and mitigating adverse environmental impacts • Experience with infrastructure delivery processes, including permitting, contractor engagement and stakeholder coordination. • Knowledge of the Pacific Island countries and understanding context in the Micronesian countries. • Demonstrable experience in working in culturally and disciplinary diverse and dispersed teams and local communities in the Pacific. • Good understanding of the Compact Agreement between the United States and a few Micronesian countries.	• Understanding and experience in adaptive and results-orientated program management • Understanding of the disaster risk management and climate resilience history, challenges, solutions, priorities and coordination in the Pacific region (science to policy). • Experience supporting infrastructure, construction, asset management or public works projects in a development or humanitarian context. • Experience in implementing donor-funded (DFAT and MFAT and/or others) programs.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Interpersonal, liaison, networking, and relationship building skills in a multi-cultural environment, especially with Pacific Islanders • Good listener • Written and oral communication skills, including good written English and the ability to write for and report to a variety of stakeholder hierarchies to a high standard • Able to work under pressure and to deadlines.
Advanced level	• Skills in program design, management and implementation • Procurement, grants and contract management skills • Skills in financial management for programs • Capacity building and mentoring skills • Computer skills, including with the Microsoft Office Suite and with program management software, information management and decision support software/tools • Ability to undertake MERL within environments that have technology and capacity limitations
Working knowledge	• Able to motivate others • Able to effectively communicate on DRM/climate change issues and solutions with a diverse range of technical and non-technical audiences • Behavioural change methods • Participatory, gender and social inclusion approaches • Environment impact analysis and environmental planning • Financial management procedures for different donors (including DFAT and MFAT)
Awareness	• SPC Regulations and Policies

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanour
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment-including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.