JOB DESCRIPTION

Job Title:	**Kiwa Regional Technical Assistance Coordinator**
Division/Programme and Section/Project (if any):	Climate Change and Sustainability Division (CCS)
Location:	Suva, Fiji
Reporting to:	Nature-based Solutions, Mainstreaming Advisor
Number of Direct Reports:	0
Purpose of Role:	Coordinate SPC's delivery of the Kiwa Initiative Phase II Regional Technical Assistance, providing overall coordination of programme activities, technical oversight for ecosystem and forest restoration interventions, and ensuring effective administration and financial management of the financing agreement. The position will work closely with SPC's Land Resources Division to support the technical quality and implementation of restoration activities, and liaise with the dedicated GEDSI Adviser within the Human Rights and Social Development Division to promote inclusive, equitable and socially responsive approaches across all activities.
Date:	September 2026

Organizational Context and Organization Chart

The Kiwa Initiative is a multi-donor programme that aims to strengthen the climate resilience of Pacific ecosystems, communities, and economies through Nature-based Solutions (NbS). The Initiative brings together a coalition of donors (France, the European Union, Canada, Australia, New Zealand) and is implemented with the support of AFD, SPREP, IUCN, and SPC.

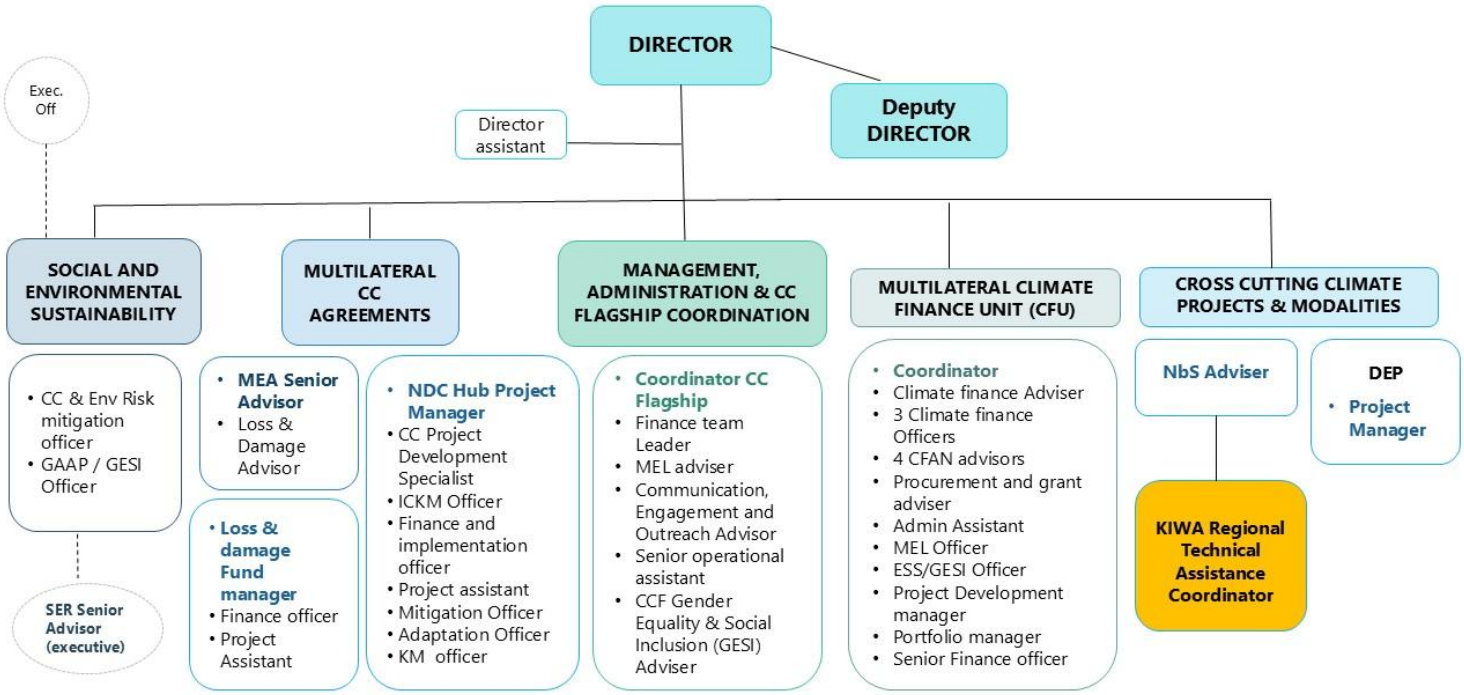
In Phase II (2026 – 2029) of the Kiwa Technical Assistance (TA), SPC in partnership with SPREP, will lead regional support, to strengthen ecosystem restoration capacities across Pacific Island Countries and Territories (PICTs), with a focus on forest and catchment restoration.

SPC will also provide targeted support to Kiwa grantees to strengthen, operationalise and mainstream Gender Equality, Disability and Social Inclusion (GEDSI) considerations across Kiwa funded activities. This support will help ensure that GEDSI principles are systematically embedded in project design, implementation, community engagement and knowledge-sharing processes. A dedicated part-time GEDSI Adviser from SPC's Human Rights and Social Development (HRSD) Division will be recruited to lead this component, working in close coordination with the Kiwa Regional Technical Assistance Coordinator to promote inclusive, equitable and locally responsive approaches across all activities.

The position of **Kiwa regional Technical Assistance Coordinator** sits within SPC's Climate Change and Sustainability Division (CCS). The role is responsible for:

- providing overall coordination of SPC's delivery of the Kiwa Technical Assistance,
- managing the technical oversight of restoration-related capacity building interventions in close collaboration with SPC's Land Resources Division (LRD),
- ensuring robust financial and administrative management of the financing agreement,
- liaising closely with the Kiwa GEDSI Adviser based in SPC's Human Rights and Social Development Division (HRSD).

The Coordinator will act as SPC's focal point for the Kiwa Initiative, ensuring effective internal coordination across divisions (CCS, LRD, HRSD, EQAP, and institutional services) and strong external partnerships with SPREP, AFD/Kiwa Secretariat, and other relevant stakeholders.



Key Result Areas (KRAs):

The position of **Kiwa Regional Technical Assistance Coordinator**, as laid out in this job description, is under the supervision of the NbS Mainstreaming Adviser within CCS and calls for strong coordination with SPC divisions (LRD, HRSD, EQAP, FAME), the Kiwa Secretariat/AFD, and SPREP as co-implementing partner.

It encompasses the following Key Result Areas (KRA):

- **KRA 1: Coordination & Financial Management** - Ensure overall coordination of SPC's Kiwa Regional Technical Assistance and ensure effective financial, administrative and operational management of the financing agreement, maintaining coherence across programme components and compliance with SPC procedures and donor requirements.

- **KRA 2 Capacity Strengthening and Technical Oversight for Forest and Ecosystem Restoration** - Provide technical oversight and coordination of ecological restoration capacity-strengthening activities, in close collaboration with SPC's Land Resources Division (LRD), including support for

the design, delivery, quality assurance, and monitoring of restoration training and capacity-building programmes.

- **KRA 3: GEDSI Integration** - Coordinate the integration of Gender Equality, Disability and Social Inclusion (GEDSI) considerations across ecosystem restoration and Kiwa funded Nature-based Solutions (NbS) activities, in close collaboration with the Kiwa GEDSI Adviser from SPC's Human Rights and Social Development (HRSD) Division. Support inclusive, rights-based and culturally appropriate approaches across project implementation, partner and grantee capacity building, and regional learning and knowledge-sharing activities.

- **KRA 4: Stakeholder Engagement & Regional Knowledge Sharing** - Fostering peer-to-peer learning, case studies, and the promotion of Pacific-led restoration and GEDSI practices at regional and international levels.

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

Jobholder is accountable for	***Jobholder is successful when***
KRA#1: Coordination & Financial Management (35%)	
• Coordinating SPC's delivery of the Kiwa Technical Assistance, ensuring coherence across restoration, GEDSI, and knowledge-sharing components. • Acting as focal point with the Kiwa Secretariat, AFD, SPREP, and other partners. • Preparing and submitting progress reports, ensuring accuracy of technical and financial data. • Overseeing the financing agreement, including budgeting, expenditure tracking, and audits. • Coordinating with SPC's Finance, Procurement, MEL, and Legal units to ensure compliance with SPC and donor standards. • Ensuring timely responses to requests from AFD, the Kiwa Secretariat, and partners.	• SPC's TA activities are delivered on time, on budget, and in compliance with SPC and donor requirements. • Reports and audits are accurate, timely, and accepted by AFD/Kiwa Secretariat. • SPC is recognised as an efficient and reliable lead partner in Kiwa Phase II. • Coordination with SPREP and other implementing partners is smooth and effective. • All budget and fiduciary processes are monitored transparently and meet SPC's standards.
KRA#2: Capacity Strengthening and Technical Oversight for Forest and Ecosystem Restoration (35%)	
• Providing technical oversight on ecosystem/forest restoration, in close partnership with LRD. • Identifying specific needs from Kiwa's grantees and partners. • Guiding the design, delivery, and monitoring of the restoration-focused micro-qualification. • Supporting targeted capacity building activities for Kiwa's grantees and partners including national forestry/environment departments. • Documenting lessons learned and best practices on restoration approaches. • Ensuring restoration work integrates NbS principles and is scientifically sound and context-specific.	• Restoration approaches are aligned with NbS principles and contribute to resilient, sustainable outcomes. • Kiwa's grantees and partners report improved restoration skills and outcomes. • Restoration training, tools, and guidance are adopted by relevant Kiwa's projects and PICTs. • Lessons learned and case studies are shared regionally and inform best practice. • SPC and LRD are recognised as regional leaders in restoration capacity building.

KRA#3: GEDSI Integration (15%)	
• Working in collaboration with the GEDSI Adviser from HRSD. • Ensuring GEDSI principles are systematically embedded across restoration and NbS activities. • In collaboration with HRSD GEDSI Adviser, supporting Kiwa grantees to unpack, scale up, and mainstream GEDSI in their NbS projects. • Facilitating the production of GEDSI-related tools, case studies, and knowledge products. • Promoting inclusive participation and equitable access in all Kiwa-supported training and events.	• GEDSI is effectively integrated into training curricula, restoration guidelines, and case studies. • Kiwa grantees report improved capacity to integrate GEDSI into NbS projects. • Evidence shows women, youth, persons with disabilities, and marginalised groups actively participating in and benefiting from NbS activities. • SPC is recognised for advancing inclusive and equitable approaches to NbS in the Pacific.
KRA#4: Stakeholder Engagement & Regional Knowledge Sharing (15%)	
• Fostering peer-to-peer learning and regional knowledge exchange on restoration and GEDSI. • Coordinating the development and dissemination of case studies, knowledge products, and communication materials. • Promoting Pacific-led restoration and inclusive NbS practices at regional and international events. • Engaging with government agencies, NGOs, and training institutions to strengthen ownership and uptake. • Ensuring alignment with SPC's communications strategy and Kiwa visibility requirements. • Identifying opportunities and supporting resource mobilisation to scale up restoration efforts in the Pacific.	• Stakeholders actively participate in learning exchanges and regional events. • Case studies and knowledge products are produced, shared widely, and used by practitioners. • SPC and Kiwa results are visible in regional and international dialogues. • Partnerships with governments, NGOs, and training institutions are strengthened and collaborative. • Pacific-led restoration and GEDSI practices are recognised and promoted as regional best practice. • Opportunities for additional resources are identified and leveraged, contributing to scaling up restoration efforts beyond Kiwa Phase II.

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):

- Balance technical oversight on restoration with coordination and fiduciary responsibilities under strict donor requirements.
- Ensure that restoration capacity-building programmes respond to Kiwa's grantees and national needs, integrate GEDSI considerations, and deliver practical, context-specific results.
- Align the work of the HRSD GEDSI Adviser, ensuring grantees receive effective support to unpack and mainstream inclusive practices.
- Manage complex regional coordination, avoiding duplication while maximising synergies across SPC divisions, partners, and grantees.
- Represent SPC and the Kiwa Initiative in regional and international fora, often under high expectations from donors.
- Respond to multiple, often urgent requests from donors, partners, and the Kiwa Secretariat, while maintaining quality, timeliness, and strategic alignment.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Internal • NbS Mainstreaming Adviser • Director of Climate Change and Sustainability Division • Land and Resources Division– especially Forestry team • Human Rights and Social Development (HRSD) Division – GEDSI Adviser and Team Leader (mainstreaming and inclusive approaches) • Educational Quality & Assessment Programme (EQAP) – support on accreditation and delivery of micro-qualifications • Finance, Procurement, MEL, Legal, and Communications units – support for agreeme management, compliance, reporting, and visibility	• Regular coordination and collaboration with SPC technical divisions and advisers to support delivery of the Kiwa Regional Technical Assistance and ensure strategic alignment of NbS and ecosystem restoration activities. • Close technical interaction with LRD, NbS, GEDSI, and EQAP teams on restoration approaches, capacity building, inclusive programming, accreditation processes, and regional knowledge-sharing activities. • Regular engagement with SPC management on programme oversight, planning, reporting, and implementation progress. • Ongoing coordination with Finance, Procurement, MEL, Legal, and Communications units to ensure effective programme management, compliance with SPC and donor requirements, reporting, contracting, and visibility activities.
External • AFD / Kiwa Secretariat • SPREP (co-implementer) • IUCN • National forestry and environment agencies in PICTs • Kiwa regional grantees and partners	• Regular coordination and strategic engagement with AFD and the Kiwa Secretariat on programme implementation, fiduciary oversight, reporting, compliance with financing agreements, and alignment with donor priorities. • Close collaboration with SPREP and IUCN to ensure coordinated and complementary delivery of the Kiwa Regional Technical Assistance and alignment with broader regional NbS initiatives and local project components. • Regular engagement with national forestry, environment, and relevant sector agencies in PICTs to support country ownership, technical coordination, restoration capacity building, and uptake of tools, approaches, and qualifications. • Ongoing collaboration with Kiwa regional grantees and partners to provide technical support on ecosystem restoration, NbS implementation, GEDSI mainstreaming, peer learning, knowledge exchange, and documentation of lessons learned and case studies.

Level of Delegation:

Routine Expenditure Budget: *EUR 0*

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

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
• Postgraduate degree in environmental management, forestry, natural resources management, climate change, or a related field, or equivalent body of knowledge and experience.	• Additional qualifications, certification, or specialised training in ecosystem restoration, Nature-based Solutions (NbS), climate change adaptation, project management, Monitoring, Evaluation and Learning (MEL), or related fields. • Qualification or formal training related to Gender Equality, Disability and Social Inclusion (GEDSI), community engagement, safeguards, or participatory approaches. • Teaching, training, or adult education qualifications relevant to capacity building and professional learning programmes.

Knowledge/Experience

Essential:	Desirable:
• At least 8 years of professional experience in forestry, ecosystem restoration, climate change adaptation, biodiversity conservation, or NbS programming. • Experience in project management and coordination of multi-partner, donor-funded initiatives, including work planning, reporting, and budget oversight. • Proven technical expertise in forest and ecosystem restoration, covering practical restoration practices (such as seed collection, nursery management, propagation, site preparation, and species selection in tropical and island ecosystems) as well as capacity building and applied training in Pacific or similar contexts. • Experience engaging with government forestry/environment departments,	• Experience working with or integrating traditional and indigenous knowledge in restoration practices. • Experience in developing restoration guidelines, training curricula, or technical standards tailored to local contexts. • Experience in designing, implementing, or monitoring large-scale restoration programmes (forest, watershed, or landscape-level). • Publications, technical reports, or recognised contributions in the field of ecosystem/forest restoration. • Experience in applied research or collaboration with universities/research institutes on restoration science.

universities, and training institutions in the Pacific. • Experience coordinating cross-cutting functions such as GEDSI integration into technical programmes. • Solid understanding of the Pacific region, including political, cultural, environmental, and socio-economic contexts. • Good communication skills across multicultural and multi-stakeholder environments. • Fluency in English (oral and written).	• Familiarity with AFD or similar donor compliance, fiduciary, and reporting requirements. • Familiarity with invasive species management in forest and terrestrial ecosystems. • Track record in resource mobilisation and partnership building to support scaling up of technical initiatives. • Experience representing organisations in regional or international policy forums (e.g., COPs, NbS conferences). • Knowledge of SPC internal systems, procedures, and governance.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• Forest and ecosystem restoration (science and practice) • Climate change adaptation and Nature-based Solutions (NbS) • Project coordination and management of multi-partner, donor-funded initiatives • Stakeholder engagement, partnership building in multicultural settings • Capacity building and applied training in restoration and NbS
Advanced level	• Financial and administrative oversight of donor-funded programmes • Curriculum development or training design • Gender Equality, Disability and Social Inclusion (GEDSI) integration into technical programmes • Monitoring, Evaluation and Learning (MEL) approaches and tools • Strategic planning, problem solving, and facilitation skills
Working knowledge	• Invasive species management in forest and terrestrial ecosystems • Integration of traditional and indigenous knowledge in restoration practices • Resource mobilisation and proposal development • Donor compliance and fiduciary requirements (AFD or similar)
Awareness	• SPC Regulations and Policies • International climate and biodiversity policy frameworks (e.g., UNFCCC, CBD, SDGs) • Regional political and institutional dynamics in the Pacific

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 demeanor
- 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.