# JOB DESCRIPTION

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| **Job Title:** | **Implementation Adviser - PCREEE** |
| **Division/Programme and Section/Project (if any):** | Pacific Centre for Renewable Energy and Energy Efficiency, Georesources and Energy Programme, Geoscience Energy and Maritime Division |
| **Location**: | Nuku'alofa, Tonga |
| **Reporting to:** | Manager - Pacific Center for Renewable Energy and Energy Efficiency |
| **Number of Direct Reports:** | 1 |
| **Purpose of Role**: | The Implementation Adviser (IA) will be pivotal in implementation, delivery and reporting on the annual work programme and budget of the PCREEE during its Third Operational Phase: 2027-2031. The role will work collaboratively with the Manager of the PCREEE as well as the rest of the PCREEE Team, the Georesources and Energy Programme of the GEM Division as well as partners and the Global Network of -Sustainable Energy Centres (GN-SEC). |
| **Date:** | October 2026 |

## Organizational Context and Organization Chart

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

The Geoscience Energy and Maritime (GEM) Division provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming within the division:

- Oceans and Maritime Programme (OMP) – assists member PICTs 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.

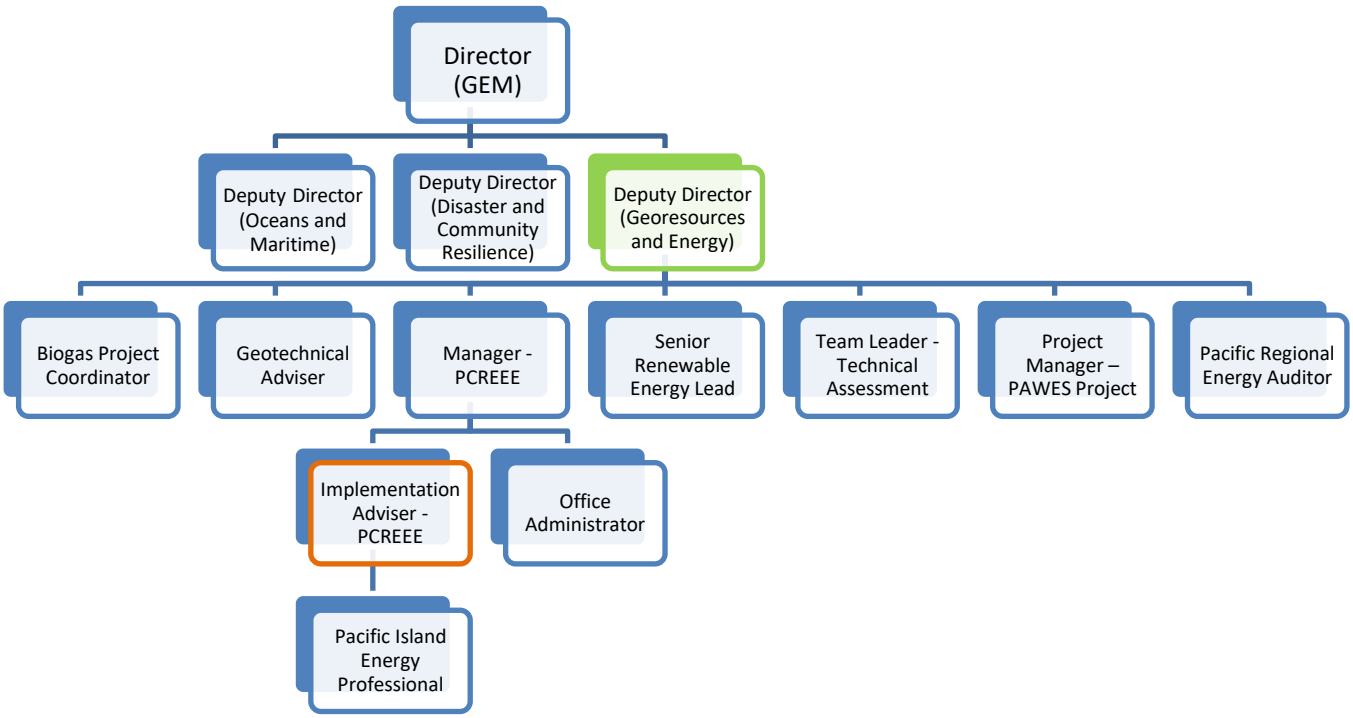
- Georesources and Energy Programme (GEP) – assists member PICTs by applying technical knowledge and expertise in the areas of georesources and sustainable energy.

- Disaster and Community Resilience Programme (DCRP) – assists member PICTs 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 Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE) was established in 2017 as an arm of the GEP in Nukualofa, Tonga. The Centre has a strong focus on the private sector and industry in promoting renewable energy and energy efficiency investments, markets and industries in PICTs to improve access to modern, affordable and reliable energy services, energy security and the mitigation of the negative externalities of the energy system.

The IA - PCREEE is based at the GEP and in the Tonga-based PCREEE as outlined in the organigram below:




## Key Result Areas (KRAs):

The position of IA encompasses the following major functions or Key Result Areas:

**Work Programme and Budget Design (20%)** – Conceptualize, Design and draft the Centre's Annual Work Programme and Budget according to the PCREEE Business Plan 2020-2030, direction of the Pacific Regional Energy and Transport Ministers Meeting, outcomes of the meetings of the PCREEE Steering Committee and the signed finance agreements and related MoUs.

**Work Programme Implementation and Coordination (50%)** – Mobilise national and regional implementation capacity and partnerships from within member countries, CROP agencies and internally within SPC as well as partners to deliver and carry out the PCREEE work programme activities on the ground.

**Reporting and Visibility (15%)** - Coordinate the preparation of the PCREEE's reporting obligations to GEM/GEP management and to the regional framework on energy security and resilience (FESRIP 2.0), donors and the PCREEE Steering Committee. Also ensure the preparation of related communication

and promotional materials and the conduct of the PCREEE and GN-SEC visibility and outreach activities. The role will also be responsible for the monitoring and evaluation reporting for each of the projects implemented by the PCREEE according to the results framework of each project/ programme.

**Resource Mobilization and Investment Promotion (15%)** - Contribute to and support the operation and maintenance of the Pacific 100% Renewable Energy Investment Prospectus as a regional platform and tool for resource mobilization and increased investments on renewable energy in the region.

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

| **Jobholder is accountable for** | ***Jobholder is successful when*** |
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| **KRA#1: Work Programme and Budget Design**<br>• Design the annual planning and periodically review the PCREEE work programme, portfolio and budget, ensuring alignment with the PCREEE Business Plan, regional priorities, , SPC strategic frameworks and donor commitments.<br>• Translate regional energy priorities and identify emerging opportunities, trends into coherent programme strategies, investment priorities, concept notes and initiatives.<br>• Provide technical advice to the PCREEE Manager, governance bodies, and senior stakeholders on programme direction, delivery options, resource requirements and risks.<br>• Maintain continuous engagement through high level stakeholder consultations with governments, development partners, financial institutions and the private sector to shape programme design.<br>• Establish integrated portfolio planning, prioritisation and performance arrangements across PCREEE projects and funding streams | • A coherent and prioritised annual work programme and budget is approved and reflects regional priorities, partner commitments and donor obligations.<br>• Programme and investment decisions are supported by robust analysis of needs, opportunities, risks, resources and expected results.<br>• Strategic recommendations are adopted by PCREEE management and governance bodies and inform programme direction.<br>• A credible pipeline of innovative, sustainable and fundable initiatives is maintained and advanced.<br>• The PCREEE portfolio demonstrates strategic alignment, complementarity across projects and sustainable growth.<br>• The capacity development needs of the private sector, market and industry included in the concept design.<br>• The commitments and obligations under signed finance agreements and MoUs are reflected in the work programme and budget design. |
| **KRA#2: Work Programme Coordination and Implementation**<br>• Be responsible for the coordinated implementation and delivery of a complex portfolio of multi-country and multi-donor renewable energy and energy efficiency programmes, including G-RES, Climate Change Flagship Phase 2, the 100% Renewable Energy Investment Prospectus, e-mobility and ocean energy initiatives.<br>• Oversee the development, effective execution and expansion of the national G-RES project portfolio and facilitate SIDS-SIDS cooperation under the GN-SEC/G-RES platforms<br>• Set delivery priorities, implementation standards and accountabilities across project teams, consultants, secondees and | • The PCREEE portfolio is delivered to agreed scope, quality, schedule and budget, with delivery and expenditure targets consistently achieved.<br>• PCREEE maintains a delivery rate above 80%, supported by timely corrective action where performance is off track.<br>• Implementation agreements clearly define partner responsibilities, obligations, costs and decision-making arrangements and are effectively executed.<br>• Material programme, financial, operational and partnership risks are identified early, escalated appropriately and effectively mitigated.<br>• Projects achieve agreed outcomes and demonstrate tangible value for Pacific Island countries and territories. |

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| implementing partners, and resolve delivery constraints.<br>• Mobilise and coordinate national and regional expertise, institutional partnerships and implementation capacity across member countries, SPC, CROP agencies, development partners and the private sector.<br>• Conduct meetings with national and regional implementing partners to agree on shared responsibilities and costs.<br>• Coordinate the logistics [e.g equipment, travel, venue, resources people, etc] for the delivery of services on the ground.<br>• Liaise with recipient communities / groups to ensure maximum and effective participation in the PCREEE events.<br>• Build and maintain high-level partnerships with governments, regional organisations, development partners, financial institutions, industry bodies and private sector stakeholders.<br>• Provide technical guidance to project teams, consultants and implementing partners.<br>• Oversee programme performance, financial and resource utilisation, quality assurance, procurement dependencies, risk management and compliance with agreed obligations.<br>• Build and maintain partnerships with governments, donors, financial institutions, regional organisations, industry bodies and private-sector stakeholders.<br>• Facilitate regional collaboration and knowledge exchange to strengthen renewable energy and energy efficiency outcomes across Pacific Island countries and territories.<br>• Represent SPC and PCREEE at regional and international forums, technical meetings and donor engagements.<br>• Supervise and mentor direct report and contribute to building organisational and partner capacity. | • Governments, donors and partners provide positive feedback on programme leadership, technical credibility and delivery performance.<br>• Direct report has clear priorities, receive effective guidance and demonstrate strengthened capability.<br>• Joint activities and common project proposals agreed, prepared and implemented.<br>• Renewable energy and energy efficiency projects and programs implemented and completed.<br>• Participants/trainees gained knowledge/benefited from PCREEE events.<br>• Regional partnerships result in expanded programme reach, influence and investment. |
| **KRA#3: Reporting, Visibility and Knowledge Management**<br>• Ensure an integrated performance, monitoring, evaluation, learning and reporting framework across the PCREEE portfolio, recognising the distinct results frameworks and reporting requirements of each project and donor. | • All reporting obligations are met on time and to the required quality, with clear evidence of progress, results, financial performance and risk management.<br>• Management and governance decisions are informed by reliable portfolio-level performance information and analysis.<br>• Lessons, innovations and good practices are systematically captured, shared and |

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| • Ensure timely, accurate and high-quality reporting to SPC, donors, and relevant regional frameworks.<br>• Interpret portfolio evidence, emerging risks and lessons to advise management, support decisions and improve programme design and delivery.<br>• Set the strategic direction for PCREEE communications, knowledge management, advocacy and visibility, ensuring technical integrity and consistent positioning.<br>• Oversee the production and dissemination of technical publications, knowledge products, success stories and outreach materials.<br>• Oversee the preparation of technical publications, knowledge products, success stories and promotional materials. | applied across programmes and partnerships.<br>• PCREEE achievements and regional leadership are communicated credibly and consistently to priority audiences.<br>• Donor and organisational compliance issues are proactively managed, with no material reporting gaps left unresolved. |
| **KR#4: Resource Mobilisation and Investment Promotion**<br>• Engage with governments, donors, climate-finance institutions, development banks, investors and private-sector partners to convert regional priorities and country pipelines into viable financing opportunities.<br>• Ensure effective governance of the Prospectus Partners Group and maintain current, credible country profiles and project pipelines.<br>• Design and ensure delivery of regional and national investment forums and dialogues that connect priority projects with finance, technical support and partnerships.<br>• Develop and advance funding proposals, co-financing arrangements and strategic partnerships that diversify and strengthen the sustainability of the PCREEE portfolio. | • Funding and investment opportunities are actively progressed through quality proposals, partner commitments and financing discussions.<br>• The PCREEE portfolio demonstrates increased funding diversification, stronger investment partnerships and a sustainable forward pipeline<br>• At least one regional and two national investment forums or dialogues are delivered annually with documented follow-up actions. |

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):

- Managing a complex portfolio of multiple renewable energy and energy efficiency projects funded by multiple donors, each with distinct implementation arrangements, reporting requirements, performance expectations and governance frameworks
- Providing direction across a complex portfolio of multi-country renewable energy and energy efficiency programmes involving multiple donors, implementation partners and stakeholder groups.
- Aligning the priorities of governments, development partners, regional organisations, financial institutions and private sector stakeholders to achieve shared regional energy objectives.
- Balancing competing regional, national and donor priorities while ensuring delivery of PCREEE's objectives, governance commitments and performance targets.

## Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
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| **External**<br>Key external contacts are:<br>• National Directors of Energy.<br>• National Focal Institutions and Thematic Hubs.<br>• Representatives of donor partners and funding agencies.<br>• Directors of energy programmes in other regional and international agencies.<br>• Private sector and industry association contacts. | • Agreement on national priorities for the Centre's work<br>• Agreement on joint projects and activities<br>• Pursuing project funding proposals, ensuring reporting requirements are met<br>• Exchange of information on areas of mutual interest<br>• Convening meetings and follow-up on actions agreed<br>• Responding to requests for information on regional issues and initiatives |
| **Internal**<br>Key internal contacts are:<br>• Division thematic team coordinators / Deputy Directors<br>• Other programme Section Heads<br>• O & I Services | • Participate in discussions on organisation-wide issues regarding the energy sector and climate change mitigation issues<br>• Planning and review of activities & work programmes.<br>• Advice on any sensitive or problematic project delivery issues<br>• Regular updates on the PCREEE to the meetings of the Georesources and Energy Programme's senior management team. |

## Level of Delegation:

Routine Expenditure Budget: *0 €*

Budget Sign off Authority without requiring approval from direct supervisor: *50 €*

## 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: |
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| • A postgraduate degree from a recognized institution in a discipline relating to energy or similar field or equivalent body of knowledge and experience. | • Capacity to generate new activities / concepts and foster new partnerships. |

**Knowledge/Experience**

| Essential: | Desirable: |
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| • At least 10 years of demonstrated technical delivery experience in a national / regional energy office or a similar field.<br>• Demonstrated experience and success in working with various donors and development partners, the private sector, the academia and the media<br>• Proven history of successfully planning and coordinating training workshops and investment forums, consultancy studies, consultation and planning meetings as well as awareness and promotional activities.<br>• Knowledge in key sectors such as agriculture, fisheries, tourism, industry, etc.<br>• Proven ability to influence work collegially and in partnership with stakeholders and internal partners towards an agreed outcome.<br>• High-level verbal and written communication skills and the capacity to represent SPC effectively, at regional and international forums.<br>• Proven ability in project design, management and reporting.<br>• Ability to work constructively to resolve issues, concerns or differences of opinion.<br>• Good Financial management skills. | • Practical work experience in a developing country environment, preferably in the Pacific Island region;<br>• Excellent knowledge and understanding of the capacity development needs of the various interest groups working to facilitate increased private sector investments on sustainable energy in the Pacific Islands;<br>• Basic understanding of the policies of multilateral climate-related funding agencies;<br>• Basic understanding of the regional energy landscape and good network among the CROP agencies. |

**Key Skills/Attributes/Job Specific Competencies**

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

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| Expert level | • Effective management<br>• Systems thinking<br>• Building organisational capacity<br>• Customer and market focus<br>• Sustainable financing<br>• Negotiation and diplomacy |
| Advanced level | • People skills<br>• Change management<br>• Advocacy and networking<br>• Clear communication<br>• Measuring value through focused feedback<br>• Process management, improvement and innovation |
| Working knowledge | • Creativity<br>• Information and knowledge to guide decision-making<br>• Analysis<br>• Report writing<br>• Project management<br>• Computer literacy |

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| Awareness | • SPC Regulations and Policies<br>• Familiarity with donor reporting requirements<br>• Automated reports through computer tools<br>• Financial analysis through Navision<br>• Benchmarking |

**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.