JOB DESCRIPTION

Job Title:	**Science Networks and Knowledge Management Adviser**
Division/Programme and Section/Project (if any):	Fisheries, Aquaculture and Marine Ecosystems (FAME) – Director's Office
Location:	Noumea, New Caledonia
Reporting to:	Team Leader, Fisheries Information, Knowledge and Outreach Section
Number of Direct Reports:	0
Purpose of Role:	The FAME Science Networks and Knowledge Management Adviser is responsible for providing high-level support on technical content development and knowledge management for SPC FAME programmes/projects to enable SPC FAME to enhance its scientific communication and knowledge management effectiveness to achieve better research and development outcomes.
Date:	November 2026

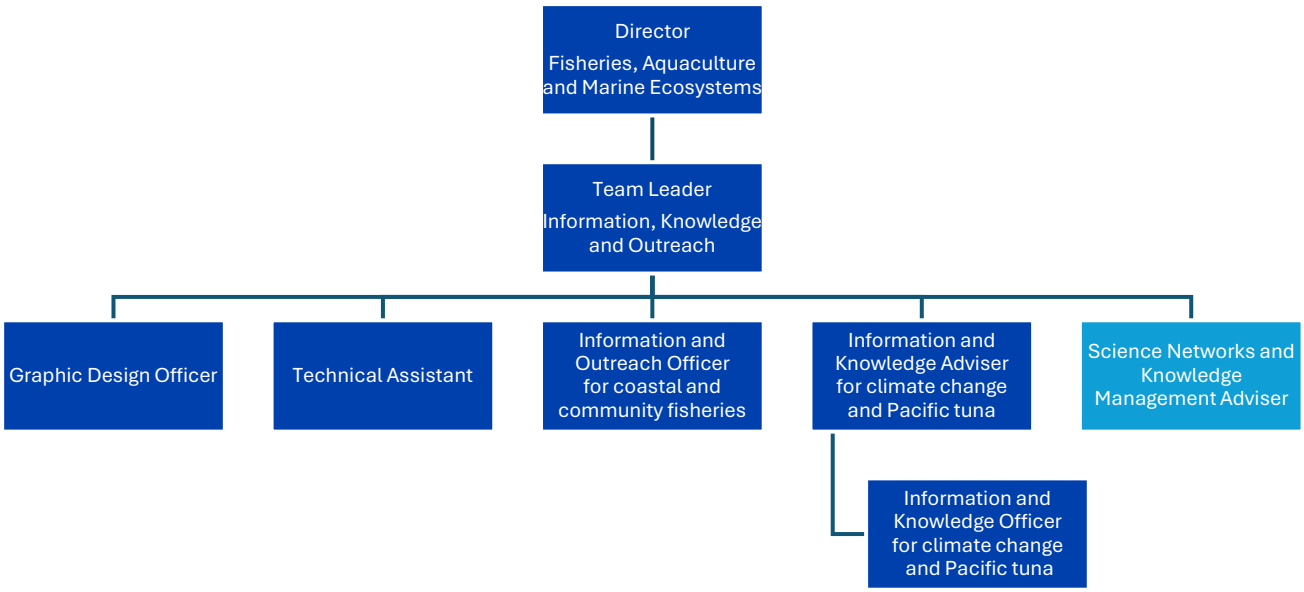
Organisational context and organisation chart

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 unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

SPC's **Fisheries, Aquaculture and Marine Ecosystems** (FAME) capability has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 65 years. The goal of SPC FAME is that the fisheries resources of the Pacific region are sustainably managed for economic growth, food security and environmental conservation. In pursuit of this goal, SPC's Fisheries, Aquaculture and Marine Ecosystems capability provides scientific and management advice to Pacific Island Countries and Territories (PICTs) and regional agencies to support the management of sustainable oceanic fisheries, coastal fisheries, marine ecosystems and aquaculture development. Along with addressing the challenges in the management of the region's marine resources, there are also significant opportunities to derive greater economic and social benefits from them. Deriving greater benefits from the tuna fisheries, the development of aquaculture in the region, along with alternative livelihoods in coastal fisheries, hold significant potential. SPC's Fisheries, Aquaculture and Marine Ecosystems capability provides technical assistance to support PICTs to maximise these sustainable development opportunities in the marine sector and in some parts of the freshwater sector.

SPC's Fisheries, Aquaculture and Marine Ecosystems capability is composed of three programmes: the Coastal Fisheries and Aquaculture Programme (CFAP); the Oceanic Fisheries Programme (OFP); and the Marine Ecosystems Programme (MEP). The Director's Office provides implementation support and strategic direction across the three programmes and crosscutting projects. Working with all 22 PICTs, SPC's Fisheries, Aquaculture and Marine Ecosystems capability has strong partnerships with regional, sub-regional and national entities working in the marine sector. SPC's Fisheries, Aquaculture and Marine Ecosystems capability staff are based in New Caledonia, Fiji, Federated States of Micronesia, Solomon Islands, and Tonga, with most of the staff being based in New Caledonia.

The Science Networks and Knowledge Management Adviserwill work within the Fisheries Information, Knowledge and Outreach Section, which is part of SPC FAME Director's Office. The role will support SPC FAME's communication and dissemination of information through the curation and generation of knowledge products, advice on knowledge management for SPC FAME programmes and projects, and working with the SPC knowledge management community.



Key Result Areas (KRAs):

The position of Science Networks and Knowledge Management Adviser encompasses the following major functions or key result areas.

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

Jobholder is accountable for	Jobholder is successful when
KRA 1: Facilitate the development and curation of scientific and technical knowledge products (40%) • Supporting national and regional access to regionally accumulated scientific and technical knowledge from SPC FAME programmes. • Supporting the management of the SPC Digital Library and act as the focal point for the SPC FAME Digital Library	• Scientific and technical knowledge products generated for SPC FAME are available online (well-curated and easy to access). • Publications are published to a high editorial standard in a timely and cost-effective way. • Publications are easy to find online via the website and/or SPC FAME Digital Library.

○ Maintain and update SPC FAME content in the Digital Library ○ Upload SPC FAME knowledge products with appropriate metadata ○ Create and manage collections of documents ○ Work with the SPC knowledge management community to maintain consistency • Coordinating the publication of reference technical bulletins. Specifically: ○ scientific and technical review and editing of articles for the *Fisheries Newsletter* bulletin ○ coordination of the external editing process and dissemination of the *Newsletter* • Supporting SPC Member and partner authors in communicating their work in the SPC *Fisheries Newsletter* bulletin. This includes mentoring the author in developing and refining the content. • Supporting SPC FAME communication and publication activities, including the consistent use of language and style, as well as wider dissemination and reach of SPC FAME's scientific and technical outputs.	• Members know how to access relevant information for large regional meetings. • Members and partners are aware of relevant fisheries newsletters and information bulletins, including the *SPC Fisheries Newsletter* and other fisheries bulletins, and understand how to access and contribute to these publications. • SPC FAME staff are aware of relevant fisheries newsletters and information bulletins and understand how to contribute to them. • Fisheries newsletters and information bulletins contain material that is: ○ relevant to SPC members and stakeholders ○ scientifically and technically accurate ○ understandable to a wide audience • Fisheries newsletters and information bulletins are published in a timely and cost-effective way. • Fisheries newsletters and information bulletins receive positive interactions on SPC social media accounts. • A wide range of scientific and technical materials are produced and disseminated nationally and regionally. • SPC FAME staff recognise and use the SPC digital resources to share and publish work that is relevant to stakeholders.
KRA 2: Develop, maintain, and update content for the SPC FAME website and web portals (25%) • Identify and curate technical content for the OneSPC website, SPC FAME online portals, and the Pacific Data Hub, ensuring consistency across materials. • Develop technical and scientific content for the OneSPC website and SPC FAME online portals, including identifying and addressing current information gaps. • Ensure that SPC FAME knowledge products available online are curated so that information available includes that which is current, relevant and aligns with SPC FAME's strategic direction and advice to members and partners. • Coordinate the production, editing, and dissemination of information for SPC FAME's large regional stakeholder meetings.	• Website content is current and relevant to stakeholders (well-curated). • Website content is accessible and appropriate for wider audiences. • Website content meets user needs. • Stakeholders can find and access papers for large regional meetingseasily, including for past meetings
KRA 3: Develop knowledge management capacity (35%) • Provide training, mentoring and support to SPC FAME staff in relation to the publication and development of scientific and technical knowledge products.	• SPC FAME staff are familiar with and use in-house knowledge sharing resources. • Staff are familiar with the resources available and best practices for publishing scientific articles.

• Provide training, mentoring and support to SPC FAME staff in relation to knowledge management more broadly, including sustainable management of scientific and technical knowledge products. • Support SPC FAME team members to enhance internal knowledge sharing and knowledge management systems and approaches. • Contribute to the SPC Information and Knowledge Management community of practice to ensure coherence with cross-divisional approaches to knowledge management.	• External scientific and technical publications produced by FAME (peer reviewed and non-peer reviewed) are systematically tracked and archived across dedicated SPC repositories. • Knowledge-sharing and knowledge-management capacity within SPC FAME programmes is strengthened. • A diverse range of knowledge-sharing approaches supports organisational learning and facilitates discussions within SPC FAME and across SPC. • Effective knowledge-capture and knowledge-sharing practices are evident within SPC FAME. • SPC FAME shares best practice approaches to knowledge management with SPC as a whole, both leading and learning from other divisions.

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 a wide range of stakeholders to develop scientific and technical knowledge products and facilitate improved knowledge sharing.
- Drafting, reviewing and editing high-quality technical and scientific outputs and other strategic writing as required.
- Analysing and synthesising scientific and technical outputs from across SPC FAME programmes to translate into knowledge products that are accessible for wider audiences.
- Managing multiple tasks in terms ofefficiency, accuracy, and timelinesswhen content and context aredependent on external input.
- Working to tight deadlines and managing competing demands when developing knowledge products in line with strategic priorities.
- Building and maintaining effective collaborations across SPC FAME and SPC to support knowledge management and sharing, programme development, monitoring, and reporting work.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External key external contacts are: • Member states officials and ministers • Partner technical organisations • Donor partners and funding agencies • Auditors, evaluators and analysts • Members of the public who seek information and direction on specific issues	• Advising on the development of key strategic knowledge products and knowledge sharing • Gaining cooperation with technical work • Facilitating effective information exchange • Liaising and giving/receiving information • Explaining and clarifying things.

Internal key internal contacts are: • SPC FAME Fisheries Information, Knowledge and Outreach Section team • SPC FAME teams (all staff) • SPC FAME leadership team • SPC FAME Planning, monitoring, evaluation and learning team • SPC Strategic Communications, Outreach, Publishing and Engagement team • SPC Information and Knowledge Management team (includes library team) • Other SPC teams (ICT, HR, Finance, Procurement, Legal, SPL) • SPC Translation and Interpretation team	• Giving/receiving information • Facilitating information exchange • Explaining and supporting the use of systems and databases • Leading and overseeing the development of knowledge products and content • Gaining cooperation

Level of Delegation:

Routine Expenditure Budget: 0 EUR

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

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 a relevant field such as science, natural resource management, knowledge management, international development or equivalent body of knowledge and experience	

Knowledge/Experience

Essential:	Desirable:
• At least 7 years of experience in knowledge management, scientific networking, or scientific communications and publishing. • Experience of the peer-review publishing process for scientific publications. • Experience in international organisations, including knowledge sharing and stakeholder engagement. • Proven record in developing technical and scientific knowledge products, scientific analysis and knowledge dissemination.	• Experience in fisheries, aquaculture or other natural resource management projects or working with projects in these areas. • Good knowledge of the Pacific, the issues associated with its history and development. • Proven ability to meet deadlines within budget constraints and flexible approaches toproblem-solving. • Demonstrated experience in setting priorities successfully.

• A high level of proficiency in English, with excellent written and verbal communication skills. • Skilled in the use of databases and systems for visualising, entering, processing/cleaning and extracting data, including experience with web-based monitoring and reporting systems. • Strategic thinker with well-developed analytical skills and meticulous attention to detail. • Experience in stakeholder consultation processes and the development of knowledge management systems. • Ability to train and motivate divisional staff on knowledge sharing and technical content development for a broad range of audiences. • Strong people skills (influencing and relationship building) and ability to work in a multicultural and gender-sensitive environment.	• Familiarity with SPC corporate policies, strategies and systems. • Experience of working with MFAT, DFAT, EU, and/or other key donors.

Key Skills/attributes/job specific competencies

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

Expert level	• Scientific and technical writing • Content and knowledge management and sharing • Stakeholder engagement • Relationship-building skills • Innovation and analytical skills and attention to detail • Meeting tight deadlines • Results-oriented problem-solving skills • Oral and written communication skills in English
Advanced level	• Facilitation of participatory processes and workshops • Data analysis and data management skills, both quantitative and qualitative • Familiarity with SPC Corporate policies and strategies • Report and technical proposal writing • Decision-making and problem-solving • Quality and accuracy
Working knowledge	• Political awareness • Staff management
Awareness	• French language

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.