JOB DESCRIPTION

Job Title:	Programme Operations Lead
Division:	Land Resources Division
Location:	Suva, Narere Campus Fiji
Reporting to:	Deputy Director, Land Resources Division
Number of Direct Reports:	None
Purpose of Role:	The purpose of this role is to drive strategic operational excellence across LRD and provide surge support and coordination to the Natural Resources Management Programme and the LRD Directorate, for effective and efficient service delivery of technical services, enhanced operational performance to support the successful delivery of the Land Resource Business Plan 2025-2029.
Date:	July 2026

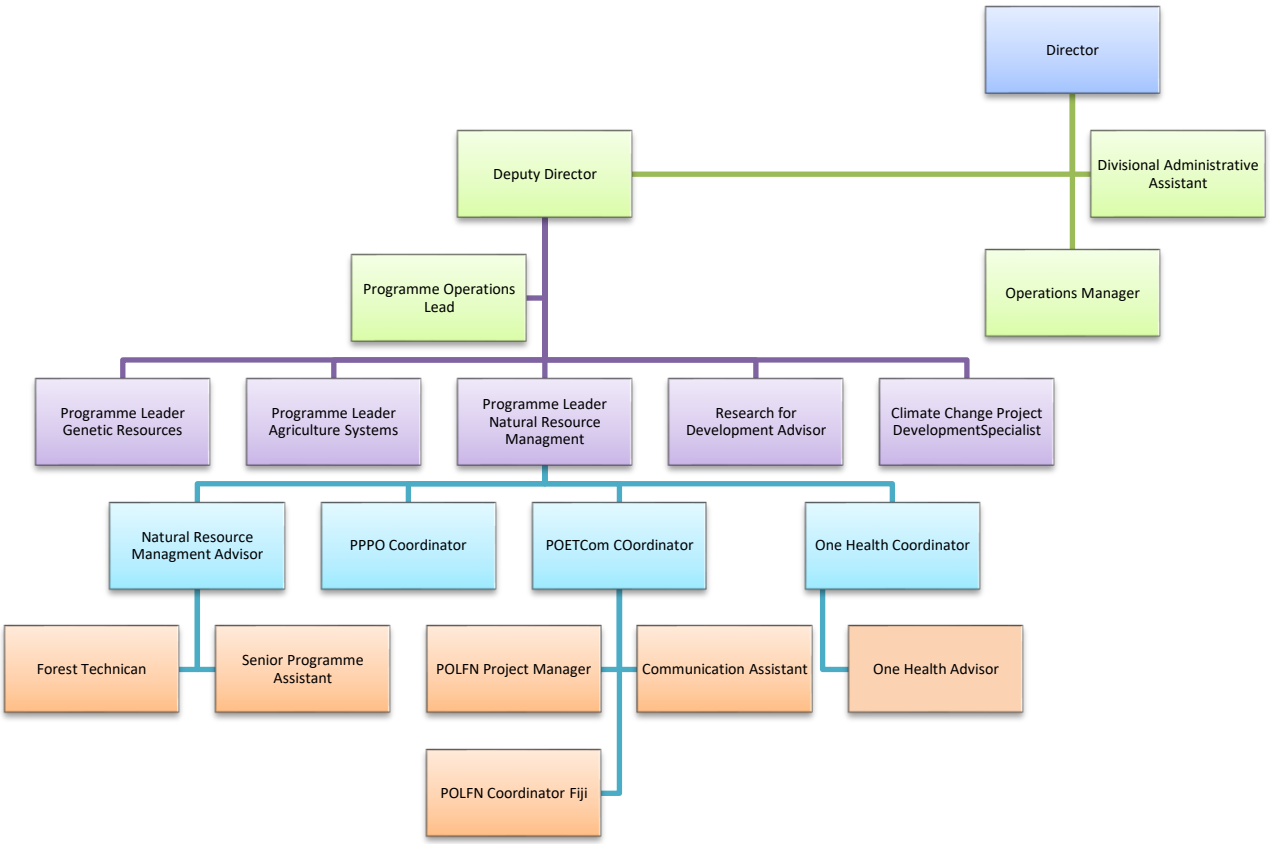
Organisational Context:

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting sustainable development since 1947. It is an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific peoples through the effective and innovative applications of science and knowledge, guided by a deep understanding of Pacific Island context and cultures. (www.spc.int)

The Land Resource Division (LRD) pursues a mission to foster inclusive, resilient and healthy Pacific communities through the provision of tailored and effective technical, scientific and traditional knowledge and services that support sustainable land and ecosystem management, food and nutrition security, and livelihoods. LRD's services are delivered through three technical programmes: Genetic Resources, Agriculture Systems, and Natural Resources Management (NRM), supported by the Directorate which provides strategic leadership and enabling services.

The NRM Programme emphasises sustainable forest, tree and land management that protects biodiversity and supports ecosystem services, biosecurity, value chains and market access, One Health approaches, and nature-based solutions. This role sits within the NRM Programme and the Directorate to provide operational surge support during a period of increased programme activity. Additionally, the primary deliverable is the CRRA Operations Manual — a condition required to initiate the first disbursement of Green Climate Fund (GCF) Board-approved funding for the Establishing Climate Resilient, Regenerative Agricultural (CRRA) Systems project in Tonga, Vanuatu and Samoa.

Organisation Chart



Key Result Areas (KRAs):

The position of Programme Operations Lead encompasses the following major functions or Key Result Areas for the Land Resources Division:

- KRA 1: Design and develop the Operational Manual for Establishing Climate Resilient, Regenerative Agricultural (CRRA) systems in Tonga, Vanuatu and Samoa (50%)
- KRA 2: Strategic Operational Excellence and NRM Programme Surge Support (40%)
- KRA 3: Analysis and Reporting (10%)

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

Jobholders are accountable for	*Jobholders are successful when*
KRA 1: Design and develop the Operational Manual for Establishing Climate Resilient, Regenerative Agricultural (CRRA) systems in Tonga, Vanuatu and Samoa (50%) • Review all project documentation to inform the CRRA Operations Manual. • Work closely with the Research for Development Adviser and CCES Division within SPC.	• Draft CRRA Operations Manual completed by 30 August 2026 and submitted for stakeholder review. • Final CRRA Operations Manual endorsed by SPC and acceptable to GCF by 30 September 2026 • Manual clearly addresses GCF disbursement conditions. • Positive feedback received from Research for Development Adviser, CCES team, and in-country Ministries.

• Liaise with relevant ministries in Tonga, Vanuatu and Samoa to collect and validate information. • Draft CRRA Operations Manual inclusive of high-level market access and value chain framework addressing GCF requirements (strategic approach and timeline; institutional responsibilities; value chain mapping and private sector engagement). • Circulate draft for stakeholder review and incorporate feedback. • Finalise Operations Manual to GCF standards and obtain SPC endorsement.	
KRA 2: Strategic Operational Excellence and NRM Programme Surge Support (40%) • Support LRD's Natural Resources Management (NRM) Programme in meeting core operational and strategic requirements during period of increased programme activity. • Assist with progress reporting and monitoring, evaluation and learning (MEL) requirements. • Track budget execution and support expenditure monitoring. • Provide regular progress updates to the Deputy Director, LRD • Coordinate with the LRD Enabling Services team as required.	• Programme reporting is on track and meets donor and internal requirements • MEL documentation and results framework reporting is up to date • Budget tracking records are maintained and accurate • Deputy Director is kept informed through regular updates
KRA 3: Analysis and Reporting (10%) • Conduct gap analyses to identify operational priorities, risks and improvement opportunities. • Assess operational gaps and recommend actions to strengthen NRM programme delivery. • Document all surge support activities undertaken. • Capture progress on reporting and MEL requirements. • Document budget execution tracking activities. • Provide key recommendations or actions to strengthen programme operations.	• Comprehensive Surge Support Report completed. • Report includes clear documentation of activities, progress, and lessons. • Actionable recommendations are included to support programme continuity. • Handover notes (if applicable) to enable a smooth transition.

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):

- Ensuring activities are effective, efficient, relevant, and sustainable and resourced given its nature and complexity.
- Establishing impact pathways and measuring impacts of activities require robust monitoring, evaluation and learning processes, effective knowledge management systems and partnership mechanisms to ensure continuous feedback amongst project teams, stakeholders and between countries.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External • Ministry counterparts in Tonga, Vanuatu and Samoa • GCF and other donor representatives • Private sector and value chain actors • Regional and international technical bodies	• Collection and validation of information for the CRRA Operations Manual • Stakeholder review of draft documents • Private sector engagement and value chain mapping
Internal • Director LRD • Deputy Director, Land Resources Division (direct supervisor) • Research for Development (R&D) Adviser • NRM Programme team • CCES Division • LRD Enabling Services team • O&I – Finance, HR, Legal	• Regular progress reporting and updates • Close collaboration on CRRA Operations Manual development • Coordination on MEL, reporting and budget tracking • Access to LRD/NRMP share drive and programme systems • Liaising with corporate services as required

Level of Delegation:

Routine Expenditure Budget: €20,000

Budget Sign off Authority without requiring approval from direct supervisor: €2,000

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:
• A post graduate qualification in a relevant field such as international development, natural resource management or equivalent body of knowledge and experience.	• Postgraduate qualification in a relevant field • Project or program management experience /qualification.

Knowledge/Experience

Essential:	Desirable:
• At least 12 years of experience in the design, implementation and management of grants or project funding mechanisms, including development of grants manuals or operational guidelines. • Experience working with GCF or other multilateral/bilateral donor-funded projects, including familiarity with fiduciary and reporting standards. • Proven track record in project-level monitoring, evaluation and learning (MEL), including results framework reporting. • Strong financial management skills, including experience in budget tracking and expenditure monitoring in a project or programme context. • Experience working with international organisations, regional bodies or development partners in a technical or operational capacity. • Excellent written and verbal communication skills, with a demonstrated ability to produce high-quality reports and documents to deadline. • Excellent interpersonal skills and proven ability to motivate, inspire and promote teamwork in an interdisciplinary, multicultural, and regional context.	• Experience in the Pacific Islands region, with an understanding of Pacific institutional contexts and development priorities. • Familiarity with SPC or other regional development agency programmes and frameworks. • Experience in value chain analysis, market access, or agricultural systems. • Experience in providing surge or advisory support in a fast-paced programme environment. • Knowledge of climate finance mechanisms, climate resilience, or regenerative agriculture.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• Development of operational manuals, grants frameworks and funding mechanisms • Stakeholder coordination and engagement across multiple government and donor counterparts • Written communication: producing clear, high-quality reports and policy documents • Grant and project management in an international or multilateral context
Advanced level	• Cross-cultural competence and collaboration • Adaptive management in a fast-paced programme framework. • Communication and responsiveness to needs of stakeholders • Advocacy with demonstrated initiative and ability to think laterally to identify innovative solutions
Working knowledge	• GCF or multilateral climate finance requirements and disbursement conditions • Natural resources management and/or climate resilience approaches
Awareness	• SPC regulations, policies and procurement standards • Climate change adaptation and nature-based solutions • Gender and social inclusion principles in development programming

Key Behaviors

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

- Collaboration and Teamwork
- Adaptability and Flexibility
- Promotion of Equity and Equality
- Cross-cultural Competence
- Integrity and Accountability
- Results Orientation
- Effective Communication

Personal Attributes

- High level of professional integrity and a self-directed work ethic
- Ability to work independently and manage competing priorities under time pressure
- Responsive and solutions-focused approach to programme challenges
- Strong networking and relationship management capabilities
- Commitment to Pacific development values and SPC's organisational culture

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.