JOB DESCRIPTION

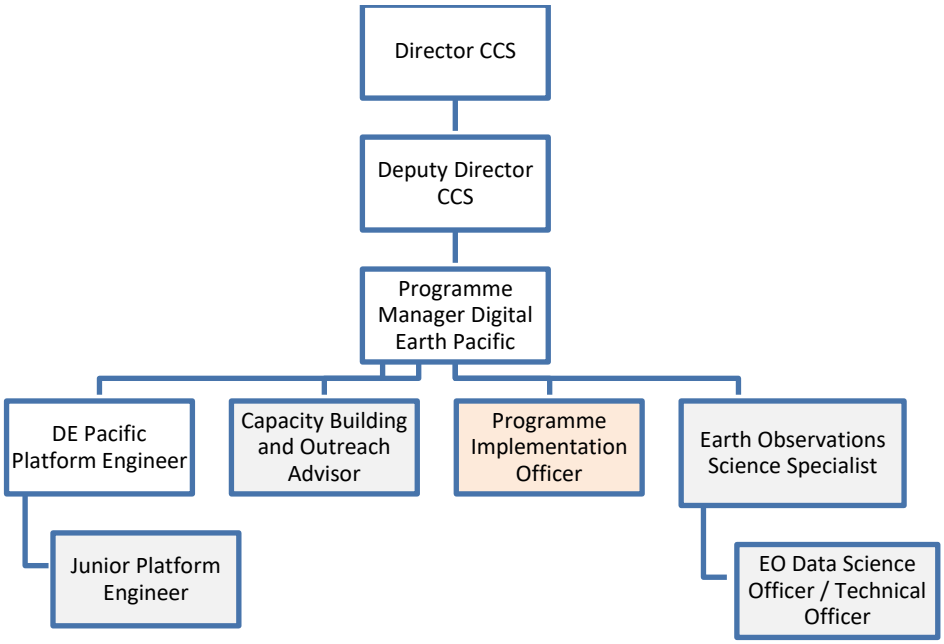
Job Title:	**Programme Implementation Officer**
Division/Programme:	Climate Change and Sustainability / Digital Earth Pacific
Location:	Noumea, New Caledonia
Reporting to:	Programme Manager Digital Earth Pacific
Number of Direct Reports:	0
Purpose of Role:	The Programme implementation Officer is responsible for supporting the planning, implementation, monitoring and reporting of the Digital Earth Pacific (DE Pacific) programme work plan. The Officer will develop and track costed work plans, coordinate inputs across teams and divisions, ensure compliance with SPC policies and donor requirements, provide secretariat support to the Steering Committee, support procurement processes and contracts of consultants, maintain accurate programme documentation, and support resource mobilisation efforts.
Date:	November 2026

Organisational Context and Organisation Chart

The **Pacific Community (SPC)** is the principal scientific and technical organization in the Pacific region, supporting development since 1947. We are an international development organization owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organization 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.

The **Climate Change and Sustainability (CCS)** Division enables the SPC to strengthen and streamline its climate change actions by consolidating the Organization's existing work under strategic and technical leadership. Furthermore, it guides the SPC's actions on climate change and environmental sustainability, works collaboratively with the Organization's regional and international partners, and promotes the integration of these issues into all development activities conducted by the Organization's divisions.

With the CCS Division, the **Digital Earth Pacific (DE Pacific)** programme aims to provide a routine, reliable and operational service, using Earth observations to deliver decision-ready services enabling policy makers, scientists, the private sector and civil society to address climate resilience, social, environmental and economic changes across the Blue Pacific Continent and develop an ecosystem for innovation across sectors. DE Pacific is funded by multiple donors, is delivered with staff from other SPC divisions, and is guided by a Steering Committee that meets several times a year.



Key Result Areas (KRAs):

The position of Programme Implementation Officer encompasses the following major functions or Key Result Areas:

- KRA 1 (40%): Programme planning, implementation, and monitoring support
- KRA 2 (25%): Stakeholder engagement and cross-divisional coordination
- KRA 3 (20%): Documentation, contract and donor compliance management
- KRA 4 (15%): Governance and resource mobilization support

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

Jobholder is accountable for	***Jobholder is successful when***
KRA#1 (40%) Programme planning, implementation, and monitoring support • Develop and maintain the Digital Earth Pacific costed work plan, including schedules, budget updates and activities funded from multiple donor sources. • Map work plan activities and budgets against each donor agreement to ensure eligible expenditure, avoid duplication and track co-financing. • Coordinate work plan inputs, timelines and resource allocation with the Digital Earth Pacific team and contributing staff from other SPC divisions. • Assess programme requirements and risks, and maintain the programme risk register. • Monitor progress against the work plan and results framework and suggest corrective action as necessary to keep activities on track. • Ensure activities are compliant with SPC policies, processes and project management standards.	• A consolidated, costed work plan integrates all donor funding sources and cross-divisional contributions. • A programme-level tracking tool and dashboard shows progress, budget and expenditure by donor. • Effective risk management and mitigation strategies are in place. • Activities comply with SPC policies and processes and donor requirements. • Contributing divisions deliver agreed activities on schedule and in line with the work plan. • Progress is accurately tracked and reported, supporting evidence-based evaluation and continuous learning.

• Support monitoring, evaluation and learning activities and collect data to show progress against programme goals and objectives.	
KRA#2 (25%) Stakeholder engagement and cross-divisional coordination • Support coordination for Digital Earth Pacific activities delivered with staff from other SPC divisions, including agreeing roles, timelines and reporting inputs. • Regularly communicate with stakeholders and collect feedback, including programme updates, progress reports and meeting minutes. • Support strong relationships with member countries, regional organisations, donors and technical partners. • Suggest necessary changes to plans and schedules based on stakeholders and team feedback. • Assist with the management of stakeholder expectations, including addressing any issues or concerns promptly and transparently. • Facilitate team meetings, cross-divisional planning sessions and knowledge sharing.	• Roles, responsibilities and timelines are agreed and understood by contributing divisions. • Strong working relationships are maintained with member countries, donors, partners and SPC divisions. • Communication with stakeholders is regular and effective, including programme updates, progress reports and meeting minutes. • Stakeholder feedback is acted on and reflected in plans and schedules. • Stakeholder expectations are managed effectively, with issues addressed promptly and transparently.
KRA#3 (20%) Documentation, contract and donor compliance management • Support procurement processes and manage contracts of consultants and vendors. • Support management of donor and partner requirements and documentation, including agreements, contracts, reporting schedules and visibility requirements for each funding source. • Coordinate the preparation of narrative and financial donor reports with Finance and contributing divisions. • Maintain accurate and up-to-date programme documentation and file structures. • Ensure that best practice project and programme management tools, including boards, logs and registers, are in place and updated. • Ensure that programme records are complete and filed appropriately.	• Procurement processes and consultant contracts are effectively managed. • Donor reporting deadlines are tracked and met, and reports are accurate and consistent across donors. • Donor and partner requirements, including visibility, are complied with. • Programme documentation is accurate, up to date and readily accessible to the team. • Contributing experts and consultants are effectively administered. • Programme records and archives are complete and filed.
KRA#4 (15%) Governance and resource mobilisation support • Provide secretariat support to the Digital Earth Pacific Steering Committee, including scheduling, agendas, meeting papers and minutes. • Prepare progress, financial and risk updates for the Programme Manager and Steering Committee.	• Steering Committee meetings are held, with papers and minutes circulated on time. • Steering Committee decisions and actions are recorded, tracked and reported on. • A funding pipeline and donor map are maintained and used for programme planning.

• Track and report on the implementation of Steering Committee decisions and actions. • Support resource mobilisation by maintaining a funding pipeline and donor map, and preparing concept notes, proposals and budgets. • Contribute to donor engagement, including briefings, partner meetings and visibility material, in coordination with SPC partnership and communications teams. • Support tracking of funding gaps against the business case and work plan to inform sustainability planning.	• Concept notes, proposals and budgets are submitted on time and to a high standard. • Funding gaps are identified early and resource mobilisation efforts are supported. • Donors and partners are well informed about programme progress and results.

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):

- Aligning one programme work plan with several donor agreements, each with different eligibility rules, reporting timelines and visibility requirement.
- Keeping activities delivered by staff from other SPC divisions on track and contributing to Digital Earth Pacific results, without direct line authority over those staff.
- Supporting preparation of proposals within tight deadlines, while keeping proposals aligned with existing donor commitments and the programme work plan.
- Identifying and managing risks across multi-country activities and communicating with a diverse group of stakeholders with competing priorities.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External • Donors and development partners • Steering Committee members • Member country focal points and technical counterparts • CROP agencies and other regional organisations • Universities, science and data partners • Consultants, contributing experts and vendors • Meeting venues, hotels and transport companies	• Donor reporting, compliance and engagement on agreements and funding opportunities. • Secretariat support, information sharing and follow-up on Steering Committee decisions. • Consultation, direct national liaison and coordination of programme activities. • Contract management, service provision and logistics support. • Stakeholder relations and communications support.
Internal • Digital Earth Pacific team • CCS Division team • SPC divisions and programmes contributing to the Digital Earth Pacific work plan • MEL, Communications and PIRMO teams • Team Leaders and Deputy Directors • O&I Staff	• Collaboration, giving and receiving information. • Agreeing roles, timelines and reporting inputs for cross-divisional activities. • Coordinating budgets, procurement, contracts and donor reporting. • Providing updates, reporting, liaising, and planning and facilitating meetings.

	• Close engagement for problem solving toward common goals.

Level of Delegation:

Routine Expenditure Budget: *0 Euro*

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

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:
• Bachelor's degree in a relevant field, such as project management, business administration, development studies, environmental science or related fields, or equivalent body of knowledge and experience.	• Project management certification. • Postgraduate qualification in a relevant field.

Knowledge/Experience

Essential:	Desirable:
• At least 5 years of experience in project management or a related field, with experience in programme-level planning and implementation. • Solid experience working in regional/international organisations to deliver donor-funded projects in the Pacific region, including programmes with multiple donors. • Demonstrated experience with the implementation of multi-sector projects in a crosscutting field such as climate change. • Experience coordinating work across teams or organisational units without direct line authority. • Experience supporting governance bodies such as steering committees, including preparing papers and minutes. • Experience with multi-stakeholder participatory and consultative approaches.	• Experience in resource mobilisation and sustainable financing, including proposal development. • Experience supporting digital, data, Earth observation or geospatial programmes. • Familiarity with SPC or similar regional organisation systems and procedures.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• Stakeholder engagement and management • Contract and procurement management • Problem solving of moderate complexity • Documentation and record keeping • Meeting logistics and stakeholder support • Computer skills working with Microsoft Office, Power BI and Teams
Advanced level	• Programme management methodologies • Communication and interpersonal skills • Organisational and time management skills • Compliance with regulations, standards and donor requirements • Cross-team coordination and influencing • Risk management and mitigation •
Working knowledge	• Work plan scheduling and resource allocation • Governance and secretariat support • Proposal development and resource mobilisation • Presentation and report writing • Data analysis and interpretation • Monitoring and evaluation • Financial management and budgeting • Pacific regional frameworks, strategies and development challenges
Awareness	• Trends and developments in programme and project management • Donor and partner requirements and expectations • Earth observation and digital public infrastructure concepts • Knowledge management and continuous learning • Cultural sensitivity and diversity awareness • SPC regulations, policies and internal procedures

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.