JOB DESCRIPTION

Job Title:	**Project Manager**
Division/Programme and Section/Project (if any):	Statistics for Development Division (SDD)
Location:	Suva
Reporting to:	Director Statistics for Development Division (dotted line to Director Public Health Division)
Number of Direct Reports:	0
Purpose of Role:	Planning, coordination and execution of projects relating to statistics and public health. This includes high level strategic, operational and project management advice; day-to-day management, coordination, and oversight of operations and finances; performance and quality control; supporting monitoring, evaluation, research and learning; and reporting to SPC and donors such as the World Bank. Stakeholder engagement and relationship management as well as project management professionalism are critical to success in the role.
Date:	*September 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 organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Public Health Division (PHD)** employs around 42 staff based in Noumea and Suva. It supports members in developing healthier Pacific Island people and communities. The primary focus of the division is to provide scientific and technical assistance and to support the implementation of plans and programmes in member countries and territories. The primary goal for all PHD activities is to promote population health and well-being, prevent diseases, restore and/or maintain health and reduce inequalities in health. PHD is primarily concerned with improving and protecting public (population) health, rather than individual treatment services.

The **Statistics for Development Division (SDD)** is of similar size. Its objective is for the region to meet the outcome set out in the 2022-2030 Pacific Statistics Strategic Framework: “Highly competent and sustainable national statistics systems that meet national and international statistics needs for evidence-based policy, planning and monitoring”. It provides operational support for countries in collecting statistics from surveys, censuses, pricing data and trade data; for processing, analysis and dissemination of that data including

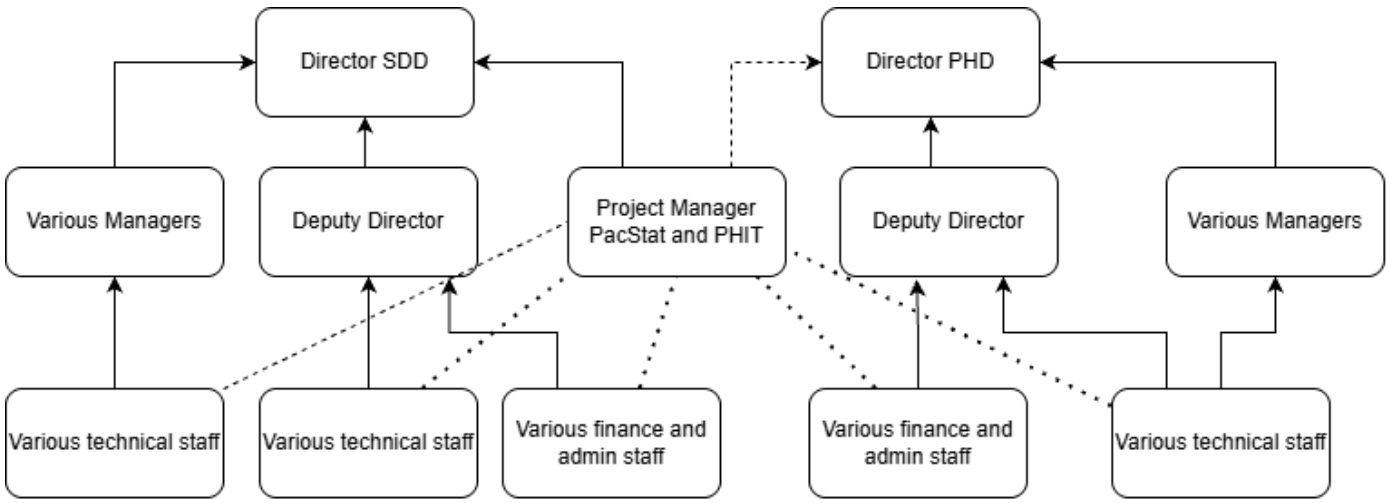
through managing significant data assets; for statistical capacity development; and for coordination and governance of statistics in the region.

This Project Manager will sit in SDD and work jointly for both SDD and PHD. The role provides specialist, professional project management expertise to help the delivery of regional programmes of technical assistance, capacity building and capacity supplementation in both statistics and public health. The project manager will work closely with the finance and admin teams in both divisions and help plan and coordinate projects.

As at early 2027, the role is expected to be project managing two regional World Bank-funded projects, the Pacific Healthy Islands Transformation project (PHIT) and the Statistical Innovation and Capacity Building project phase 2 (PacStat 2). The SPC component of each of these projects is around USD 10 million in size and they have roughly five years to run. Over time, the exact projects being project managed by this role could evolve but would remain at a comparable level of responsibility.

The role exists within a matrix management model. Technical and administrative staff in PHD and SDD will spend substantial time on the projects, with costs allocated by timesheet, but will remain responsible to their line management. The project manager will need to achieve results through coordination and matrix management rather than direct line authority.

Organisational chart



Project manager reports primarily to Director SDD, secondarily to Director PHD. Finance, admin and technical staff in both divisions report to their usual chain of command, but project manager coordinates workplans and their contributions to the two projects, which are costed by timesheets.

Key Result Areas (KRAs):

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

Jobholder is accountable for	***Jobholder is successful when***
KRA #1 Project Planning and Delivery (35%)	• Project scope and schedule are managed effectively • Annual work plans are planned well and are substantially delivered • Key milestones are achieved on time or variances are proactively managed • Project issues and risks are managed effectively • Donors and governance bodies have confidence in project success

KRA #2 Financial and Fiduciary Management (30%)	• Combined budgets are budgeted and managed well to contribute to outcomes • Budgets, forecasts and financial reports are accurate and timely • Audit findings are minimal • Expenditure is aligned with approved plans • Procurements are undertaken in ways that contribute to results and comply with SPC and donor policies, processes and systems • Coordination and regular communication with SPC finance and administrative staff is maintained to ensure smooth financial management of projects
KRA #3 Stakeholder, Donor and Governance Management (15%)	• Donor reports are delivered on time and meet quality expectations • Steering committees are well supported and effective • Cross-country collaboration is effective • Stakeholders report high levels of confidence and engagement
KRA #4 Leadership and Coordination (10%)	• Project contributors understand priorities and responsibilities • Cross-divisional collaboration is effective • Consultants and contractors deliver value for money and quality outputs • Project activities are coordinated and mutually reinforcing
KRA #5 Monitoring, Evaluation, Learning and Reporting (10%)	• Performance information is available and used for decision-making • Results frameworks are reported on in full as per project requirements • Project achievements and best practices are identified, documented and shared with relevant stakeholders • Lessons learned are documented and applied. • Implementation demonstrates adaptation and improvement over time

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 multiple large, complex donor-funded projects simultaneously.
- Exercising influence and coordination across multidisciplinary teams whose members often report to different managers and divisions, without direct line management authority.
- Maintaining project momentum and achieving results in a fast-changing and constrained environment
- Managing significant project budgets and financial risks.
- Navigating complex stakeholder environments.
- Exercising judgement with incomplete information, competing interests and no obvious precedent.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	***Nature of the contact most typical***
Internal	
• Team • Managers, program leads, subject matter experts and project staff from other SPC divisions and integrated programs • SPC Corporate Services teams • Executives and Senior Management	• Project management, coordination, and communication • Using SPC systems and processes to procure and manage services delivered by consultants and service providers
External	

• Heads and staff of national statistics offices, civil registry agencies or divisions and Ministries of Health • Heads and staff of other agencies such as migration, customs, education, etc. as need arises • Donors / development partners (e.g. Australian and New Zealand Foreign Affairs; World Bank) • Technical Partners (e.g. World Bank, WHO, UNFPA, UNDP, UNICEF, UNESCAP, ABS, Stats NZ, PFTAC) • Contractors, consultants, and service providers	• Ensure projects are implemented in accordance with donors' requirements • Contract management and project delivery • Coordinate activities • Manage stakeholders • Support resource mobilisation, including development of business cases

Level of Delegation:

Routine Expenditure Budget: will be responsible for the coordination, planning and prioritization of projects (up to USD 25 million over 5 years). Delegations remain with Director SDD and Director PHD.

Budget sign-off authority without requiring approval from direct supervisor: 50 euros.

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:
• Master's degree in project management, public sector or business administration, public health, statistics, economics or related field; or equivalent body of knowledge and experience	• Current certification as a Project Management Professional or similar

Knowledge/Experience

Essential:	Desirable:
• At least 10 years of experience managing large and complex projects or programmes, including responsibility for significant budgets, stakeholder engagement, complex governance arrangements, and donor reporting • Demonstrated experience managing large donor-funded projects or programmes involving substantial budgets and ensuring compliance with donor fiduciary, procurement and financial reporting requirements. • Experience in results-based management, monitoring, evaluation and learning, including theories of change, logical frameworks, performance indicators, adaptive management and donor reporting.	• Experience with World Bank-funded projects and familiarity with World Bank fiduciary, procurement and reporting requirements. • Experience with modern project management software and tools in different organisational and project contexts • Experience contributing to project design, donor engagement, business case development or resource mobilisation • Experience with official statistics or public health • Fluency in a Pacific Island language • French language written and spoken communication

• Working with governments and development partners in a developing country environment, preferably in the Pacific Island region	

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• Leading the planning, implementation and delivery of large, complex, multi-stakeholder projects or programs • Financial, risk and contract management for large donor-funded projects
Advanced level	• Writing, presentation and communication skills in English • Relationship management • Managing the quality of others' work in a technical field • Understanding of operating environments of Pacific Island governments • Strategic influencing and stakeholder engagement
Working knowledge	• SPC rules, policies and procedures • Consultant procurement and management • Understanding of government administrative systems relevant to the projects • Good working knowledge of either national and regional statistical or public health systems
Awareness	• Awareness of both national and regional statistical and public health systems • Cultural sensitivities and communication protocols across diverse regions and countries. • The importance of gender equality, social inclusion, human rights and environmental considerations in development.

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
- Sound judgement and resilience under pressure
- Ability to build trust and collaborative relationships
- Results-oriented with strong accountability for delivery

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.