

The Pacific Community (SPC) invites applications for the position of:

▶ **PRINCIPAL ADVISER**, located at its regional office in Suva, Fiji

The **Pacific Community** is the principal scientific and technical organisation in the Pacific region. As an international development organisation owned and governed by its 26 country and territory members, SPC works across more than 25 sectors, including fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food and agriculture.

The role – Principal Adviser is a member of the Director-General's Office and reports to the Deputy-Director General (DDG) in the regional office based in Suva, Fiji. The role will handle complex tasks and multiple responsibilities simultaneously, with demonstrated understanding of the dynamics of Pacific Island region, governments and development partner relationships. The Principal Adviser will facilitate an effective liaison between the DDG and other constituencies including high-level officials, heads of ministries or ministerial offices, including representing DDG at regional or international meetings as needed. The role will provide strategic advisory services to DDG on policy initiatives driven by external clients and partners, and coordinate flow of work from DDG's office to divisions and vice-versa.

For a full job description including salary, terms and conditions, and to apply, please go to:

<http://careers.spc.int/>

Applications Close – 8 January 2020

Responsibilities:

- Support DDG in relationship management with member states and national governments, including SPC focal points and ministers
- DDG Office representation and external relations, including coordination within Council of Regional Organisations of the Pacific (CROP) system
- Strategic advisory services to the Deputy Director General

Key selection criteria

Qualifications

- Master's degree in a relevant field such as international development, business administration or management

Knowledge and experience

- At least 15 years of experience with 10 years of experience in a senior leadership role at an international level
- Extensive knowledge and experience in the Pacific region, including the government mechanisms and protocols
- Understanding of international development priorities
- Previous experience working with national administrations including liaising with Senior Government Officials and Ministers

Essential skills

- Excellent relationship management skills, diplomacy and tact
- Ability to engage with donor processes and meet reporting requirements
- Advanced technical report writing skills, including ability to analyse and report on issues
- Ability to deliver effective SPC meeting processes for Executive and members including logistical issues and management of papers

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment