



Pacific
Community

Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Director-General
Organisation:	Pacific Community
Location:	Noumea, New Caledonia
Reporting to:	Conference of the Pacific Community
Number of direct reports:	Six

Purpose of role:

The Director-General is the chief executive of SPC and has full responsibility and authority to lead and manage the organisation.

The position holder is accountable to the Conference for meeting SPC's objectives and for:

- (i) developing SPC's vision, goals and objectives;
- (ii) leading organisational decision-making;
- (iii) overseeing the planning, delivery, monitoring and measurement of impact of SPC's services to members; and
- (iv) managing the organisation within the policy guidelines set by the Conference and CRGA

Date: February 2018

Key Result Areas (KRAs):

- 1. Vision, Leadership and Management**
- 2. Policy, Development and Change Management**
- 3. Governance**
- 4. Work Programme Service Delivery and Performance**
- 5. Financial Security and Property**
- 6. Relationships and Advocacy**

Jobholder is accountable for	<i>Jobholder is successful when</i>
Vision, Leadership and Management	
<ul style="list-style-type: none"> • Provide the vision, leadership and direction of the organisation and uphold and promote its corporate values. • Advocate and lead the enhancement of SPC's image and its role in the region's development at national, regional and international forums. • Oversee staff appointment and management processes, including the selection and appointment of the senior management team and appointment of SPC's executive team. Lead, motivate and inspire staff and drive the performance of the senior management team. • Explore opportunities to develop new partnerships and secure new resources to address members' development priorities. • Guide SPC's engagement in the region's development agenda in a changing economic, social and political environment. • Support initiatives that enhance synergies in addressing members' national priorities through regionally delivered services. 	<ul style="list-style-type: none"> • Ownership of, and progress on the Pacific Community Strategic Plan are demonstrated • SPC is seen to lead in the provision of advice and information, and adds value in areas where it can have the highest impact • SPC's performance and sustainable financing are improved • SPC has a culture of greater transparency and accountability, with an emphasis on results and impact
Policy, Development and Change Management	
<ul style="list-style-type: none"> • Lead continuous improvement and reform across SPC to maximise the efficiency, coordination and effectiveness of its work and service delivery. • Oversee the observance of organisational policies, with particular emphasis on SPC's bilingual policy. • Maintain a vibrant policy agenda and recommend reviews and changes for consideration by the governing body to keep the organisation attuned to its regional working environment. • Manage changes in SPC's organisational structure to consolidate its place and role in regional development and maintain efficiency and effectiveness. • Oversee SPC's cohesive operation as a decentralised organisation and regularly appraise the effectiveness of its decentralisation policy. • Set annual objectives for SPC and its executive management team and be accountable for the results achieved. • Ensure good communication is maintained in SPC and with external constituencies in regards to policy innovation and change. 	<ul style="list-style-type: none"> • The organisation is positioned to withstand any future reductions in development assistance resources and increased competition from other agencies • Continuous quality improvement is shown through the Performance Improvement Framework (PIF) review process across SPC • SPC takes a disciplined approach to what it undertakes for the region and how it operates internally
Governance	
<ul style="list-style-type: none"> • Ensure the effective leadership and management of SPC in accordance with the Director-General's accountability to the governing body. • Drive effective organisational governance, including proper servicing of conference, CRGA and other key organisational meetings. 	<ul style="list-style-type: none"> • Governing bodies are kept well informed, in a timely manner, of SPC's programme activities and financial operations, and other key issues

<ul style="list-style-type: none"> • Oversee the CRGA and Conference agendas, preparation of papers and outcome documents, and distribution of an annual report to members and development partners covering SPC's programme activities and financial operations. • Oversee SPC's regulations, rules, policies and associated procedures and systems. 	<ul style="list-style-type: none"> • Effective relationships exist with governing bodies and key stakeholders • Programme activities and business operations comply with SPC regulations, rules and policies
<p>Work Programme Service Delivery and Performance</p>	
<ul style="list-style-type: none"> • Liaise at the highest level with SPC member countries and territories to ensure SPC's programmes are relevant and effective. • Oversee the development and implementation of SPC's work programme and reporting of impacts to members, donors and stakeholders. • Maintain the continued relevance and quality of SPC's work and ensure that divisional and programme strategic plans address the key priorities of SPC members. • Ensure continual improvement of the platform for delivery of SPC's technical services to individual members. • Oversee the implementation of corporate-wide systems for performance management, monitoring and evaluation to enable assessment of SPC's services, and results and outcomes achieved at regional and national level. 	<ul style="list-style-type: none"> • Relevant structural change is made where needed to ensure SPC responds to evolving priorities, including merging divisional activities where appropriate • Effective monitoring, evaluation and learning capabilities are implemented across all divisions and teams
<p>Financial Security and Property</p>	
<ul style="list-style-type: none"> • Oversee SPC's financial security, including the preparation and revision of SPC's annual budgets, monitoring of expenditure and cash flow and annual audit of accounts. • Drive resource mobilisation efforts and represent SPC at the highest levels, in particular with its donors and members. • Drive efficiency measures and performance effectiveness, and plan for and manage risks. • Support initiatives to increase the effectiveness and efficiency of expenditure, work programmes and administrative structures. • Identify and pursue funding opportunities to support interventions addressing members' new and emerging priorities likely to benefit from regionally delivered services. • Ensure appropriate protection and maintenance of SPC property 	<ul style="list-style-type: none"> • Unqualified audit opinions continue • SPC has sustainable and strategic financing • Finance systems and operations are efficient and effective • Costs in relation to SPC property and other assets, such as IT are managed • All SPC assets are in acceptable condition

Relationships and Advocacy

<ul style="list-style-type: none"> • Maintain strong working relationships across SPC. • Drive, develop and maintain strategic collaborative relationships with all member governments and administrations of SPC, development partners and other stakeholders and ensure they are kept informed of developments within SPC. • Advocate on behalf of members at national, regional and international forums. • Champion SPC's key role in the Pacific region's development agenda at the highest political and leadership levels. • Develop and maintain cooperative working relationships with all regional organisations, including the Pacific Islands Forum, and take advantage of the mechanism provided through the Council of Regional Organisations in the Pacific (CROP) to better coordinate activities and minimise duplication of work programmes. • Convene annual planning meetings with SPC's key donors. • Establish formal understandings or agreements with other regional and international organisations working in the same areas as SPC to maximise opportunities for cooperation. 	<ul style="list-style-type: none"> • SPC works less in isolation and develops and maintains strategic partnerships with organisations that share its interests • Country presence in key strategic member countries is strengthened • Strategic partnerships are strengthened with New Zealand, Australia and the European Union • Closer alignment with CROP agencies is further developed to ensure all work together as required for the benefit of the region
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Functional Relationships and Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • CRGA and SPC Conference • Pacific leaders • CROP heads • Member countries representatives • Key donors and stakeholders 	<p>Formal meetings</p> <p>Conferences</p> <p>Ad hoc discussions</p>
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Senior Leadership Team • Directors and Directors Forum • Staff Representative Committees 	<p>Formal meetings</p> <p>Ad hoc discussions</p>

Level of Delegation:

Routine Expenditure Budget:

Budget sign off authority without requiring approval from CRGA:

Personal Specification:

Qualifications

Essential:	Desirable:
Master's degree	Doctorate degree

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">• Understanding and appreciation of the key technical and regional issues• Technical experience in areas relating to the purpose of the organisation• Extensive understanding of the geopolitical aspects of the region• Demonstrable experience in formulating and articulating a vision• Extensive leadership and management experience in a development organisation• Experience in the management and delivery of organisational change• Experience in driving, developing and maintaining strategic collaborative relationships with member governments, development partners and donors.	<ul style="list-style-type: none">• Practical knowledge of SPC's two working languages (English and French)

Key Skills/Attributes/Job Specific Competencies

- Excellent communication skills that are utilised both externally with key contacts and internally

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
- Building Individual Capacity
- Dedicated effort and commitment to the role and organisation

Personal Attributes

- Good character and standing within the community
- High level of professional integrity and ethics
- Friendly demeanour Demonstrated high-level commitment to customer service