



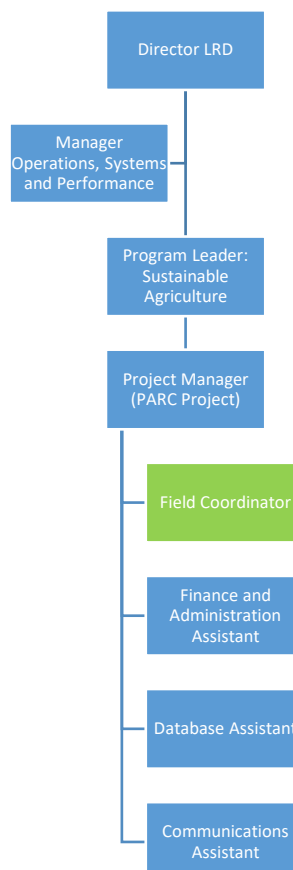
JOB DESCRIPTION

Job Title:	Field Coordinator – Pacific Awareness and Response to CRB (PARC) Project
Work Unit:	LRD Pillar 3: Sustainable Agriculture Programme
Responsible To:	Project Manager (PARC Project)
Responsible For:	No. of Direct reports - 0
Job Purpose:	The role will provide field expertise and assistance in the implementation of work plan activities
Date:	October 2019

Vision:

“All CROP (Council of Regional Organisations in the Pacific) agencies contribute to achieving the vision embodied in the Pacific Plan of a region of peace, stability, economic growth, good governance and sustainable development. SPC is committed to these values and to working in partnership with national, regional and international organisations and development partners to serve its members.”

Organisation Chart:



Key Result Areas:

The position of **Field Coordinator** encompasses the following major functions or Key Result Areas:

KRA 1: *Manage the execution, collection and analysis of data from field and eradication/containment of CRB incursions*

KRA 2: *Assisting with communicating and liaising with National level Biosecurity, Extension, and Research staff and participating farmers and communities*

KRA 3: *Assisting in capacity building of PICTs technical staff*

KRA 4: *Other duties as directed by supervisor*

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
KRA 1. Collection and analysis of data from field and eradication/containment of CRB incursions (35%)	
<ul style="list-style-type: none"> ▪ Manage field data collection, collation and statistical analysis ▪ Support report collation, compilation before submission to stakeholders and the CRB Steering Committee ▪ Field manager, participant and lead the field activities of the CRB Early Detection and Rapid Response team (delimiting surveys, mapping, trap setting and monitoring, community engagement, clean-up logistics, and awareness) ▪ 	<ul style="list-style-type: none"> ▪ Field data collected, analysed and translated and disseminated to countries in a timely manner ▪ Stakeholders and networks mobilised in rapid response, control and monitoring of CRB incursions ▪
KRA 2. Assist with communicating and liaising with National level Biosecurity, Extension, and Research staff and participating farmers and their communities (25%)	
<ul style="list-style-type: none"> ▪ Assist with dissemination of relevant information to partner government institutions and networks concerning CRB in the Pacific region ▪ Assist the Communications Assistant with project visibility activities/publications with stakeholders ▪ Assist with collation of information for project results/progress reporting 	<ul style="list-style-type: none"> ▪ Activities and results shared between partners across the PICTs ▪ Records and reports and correct and up to date. ▪ Project results report is accurate and fully informed
KRA 3: Assist in capacity building of member countries technical staff (25%)	
<ul style="list-style-type: none"> ▪ Coordination of participants in CRB workshops and ensuring relevant stakeholders are well-informed ▪ Assist in the preparation of training material and execution of field training activities ▪ Assist in the preparation of workshop reports and recommendations. 	<ul style="list-style-type: none"> ▪ Workshops and training sessions run smoothly according to agreed programs. ▪ Timely delivery of field trainings ▪ All reports are accurate and submitted in a timely manner
KRA 4: Other duties as directed by Supervisor (15%)	
<ul style="list-style-type: none"> ▪ Assist with office operations of the Regional CRB Management Unit when required ▪ Assist with facilitation of CRB related National-level partner and project donor needs when in-country 	<ul style="list-style-type: none"> • Administration documentation is correct and up to date. Submissions are made in a timely manner • all activities are fully accounted for

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Coordination and implementation of assigned activities under tight deadlines and extended travel time away from home
- The ability to apply the needed skills to manage the interactions between partners
- Information management and communication with diversity of stakeholders

Functional Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> ▪ SPC member countries and territories ▪ Ministries of Agriculture and Forestry Services focal points ▪ Regional and national networks ▪ Donors and development partners ▪ Research for development partners ▪ Crop Agencies and other regional bodies and associations 	<ul style="list-style-type: none"> • Liaison, information gathering and sharing, meetings, planning and implementation of work activities through joint partnerships
Internal <ul style="list-style-type: none"> ▪ LRD staff (technical and operations) ▪ SPC Operations Management Division (Finance, Procurement, ICT, etc.) ▪ Other technical Divisions as required 	<ul style="list-style-type: none"> • Sharing of information and scientific data • Integrated approach to implementation of cross cutting programmes • Joint planning, implementation and reporting

Level of Delegation:

The position will not manage any budget or staff

Person Specification:**Qualifications**

Essential:	Desirable:
<ul style="list-style-type: none"> • An undergraduate degree in agricultural science, biosecurity, entomology and/or project management and or equivalent work experience 	<ul style="list-style-type: none"> • Demonstrated experience in a similar role

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 3 years work experience in a similar field or line of work with government, NGO or regional organization • Proven experience in research development • Demonstrated experience in field work and working with farmers and communities on various agricultural themes • Keen attention to detail with proven experience in data collection and analysis • Strong communication and interpersonal skills, creative thinker and ability to work independently 	<ul style="list-style-type: none"> • Demonstrated understanding of emerging issues relating to agricultural pest and disease management in the Pacific • Some experience with working under a donor project

Key Skills /Attributes / Job Specific Competencies

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

Expert level	Demonstrate high level of initiatives and be innovative
Advanced level	Understand the purpose of the partnership, needs of partners and stakeholders
Working Knowledge	Ability to coordinate efficiently with multi partners and staff, in a diverse and multi-cultural environment.
Awareness	Excellent oral and written communication skills

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

Personal Attributes

- Self-motivated
- Honest, reliable and dedicated
- Positive; sociable
- Well organised and able to manage deadlines
- Patient, amiable and good humoured.

Selection Criteria

In addition to having the above required knowledge, skills and experience, applicants will be assessed based on interview performance and work sample and the following other requirements:

- Aptitude for the provision of high quality service;
- Clarity, confidence and articulateness in both oral and written communication;
- Strong analytical skills and the ability to master new material quickly;
- Project Management Experience;
- Ability to set priorities successfully in order to meet tight deadlines;
- Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies;
- Ability to work effectively in a cross cultural environment; and
- Willingness to undertake frequent travel both within and outside the region.

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 our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Director Corporate Services. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor

Date

Employee

Date