

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Environmental Sustainability Adviser** within its Climate Change and Environmental Sustainability Programme. This position will be located at its headquarters in Noumea, New Caledonia.*

## Description

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 unique organisation 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 Environmental Sustainability Programme (CCES)** was established to enable SPC to strengthen and streamline its actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and environmental sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions.

**The role** – the **Environmental Sustainability Adviser** will coordinate, implement, and maintain best practice environmental sustainability strategies and systems across SPC. The role will provide environmental performance reporting and technical advice to promote excellence and maximise organisational impact through communication and continuous improvement of sustainability practices.

**The key responsibilities of the role include the following:**

### Environmental systems and safeguards implementation

- Develop and implement SPC's Environmental Strategy under the SER Framework and annual action plan.
- Coordinate the use of sustainability management tools (e.g. carbon footprint platform, waste-tracking systems).
- Ensure systems are user-friendly, understood, and integrated across divisions.
- Support divisions and programmes in developing and using environmental indicators to monitor their own progress.
- Ensure continuous improvement are demonstrated through annual assessments and performance reports.
- Ensure SPC meets environmental obligations under its SER Policy and related commitments.
- Under the leadership of the SER Senior Advisor, contribute to the regular review and continuous improvement of environmental policies, standards, and procedures.

### Coordination and implementation of organizational environmental projects

- Coordinate the preparation and implementation of environmental sustainability activities and projects internally or externally (e.g. CNF-funded initiatives, energy efficiency measures, waste reduction actions, environmental awareness partnerships with local NGO...).
- Prepare and manage project documentation, including Terms of Reference, procurement requests, requests for quotation (RFQs), calls for proposals (RFPs), and contracts or Letters of Agreement (LOAs).
- Monitor project progress, timelines, deliverables, and budgets, ensuring accurate tracking of commitments and expenditures.
- Liaise with suppliers, implementing partners, and stakeholders to ensure smooth coordination and problem-solving during project implementation.
- Contribute to the preparation of project reports, summaries, and lessons learned for internal use and donor reporting.

### Monitoring and reporting

- Participate to the collection, consolidation, and validation of environmental data from SPC campuses and programmes.
- Analyse environmental performance trends and prepare technical reports and dashboards for management and staff.
- Communicate progress and results internally and externally through clear, visual, and engaging formats.
- Contribute to the integration of environmental and governance indicators (ESG) into SPC's corporate reporting processes, including disclosures in the Annual Financial Statements, in line with emerging international standards.

### Capacity building and communication

- Provide technical input and data to support awareness and communication materials developed by the SER Communication Officer.
- Contribute to staff capacity-building through briefings, guidance, and participation in training sessions on environmental sustainability and risk management.
- Support programme teams with tailored advice and tools to integrate environmental and climate risk considerations into project design and implementation.
- Foster collaboration with regional organisations and local stakeholders to advance SPC's environmental and climate goals.
- Encourage a culture of shared responsibility for environmental sustainability across SPC campuses and programmes.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

## Key selection criteria

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### Qualifications

- Postgraduate degree in environmental science/engineering, sustainability management, Environmental Engineering, project management, or a related field or equivalent body of knowledge and experience.

### Technical expertise

- Minimum of 9-10 years' relevant experience in environmental management, sustainability, or environmental risk mitigation.
- Strong understanding of environmental management systems, carbon accounting, and sustainability performance monitoring.
- Demonstrated experience coordinating multi-site data collection and using sustainability software/platforms.
- Proven track record in coordinating and implementing sustainability initiatives that improve organisational environmental performance.
- Demonstrated ability to manage projects, budgets, and procurement processes in line with institutional procedures.
- Excellent analytical, coordination, and problem-solving skills.
- Ability to work collaboratively across divisions and build effective internal and external partnerships.
- Self-motivated, proactive, and able to manage multiple priorities with limited resources.

### Language skills

- SPC working languages are English and French; excellent English (oral and written) required.

### Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage.

## Salary, terms and conditions

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**Contract Duration** – This contract is budgeted until 31 December 2026 and is subject to renewal depending on funding and performance.

**Remuneration** – the **Environmental Sustainability Adviser** is a band 10 position in SPC's 2026 salary scale, with a starting salary range of SDR (special drawing rights) 3,727-4,562 per month, which converts to approximately XPF 537,766-658,322 (USD 4,994-6,114; EUR 4,506-5,517). SPC salaries are not presently subject to income tax in New Caledonia. An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews.

**Benefits for Staff in a position advertised internationally (EPAI) whose duty station is Noumea** – SPC provides housing support in Noumea and will reimburse excess accompanied luggage of up to two additional bags. Airfares, medical and life insurance are available for eligible employees. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a 10% contribution).

**Languages** – SPC's working languages are English and French.

**Recruitment principles** – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

## Application procedure

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**Closing date:** 8 March 2026 – 11:00 pm (Noumea time)

**Job Reference:** CR000548

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference.

Please ensure your documents are in Microsoft Word or Adobe PDF format.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

### Screening questions (maximum of 2.000 characters per question):

1. Please explain what the most important factors are to consider when progressing environmental sustainability at an institutional level.
2. Please explain what are the next priorities SPC should focus on to ensure environmental responsibility progression?
3. Please identify the key challenges and opportunities that environmental sustainability at an institutional level will encounter.