

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

*The Pacific Community (SPC) invites applications for the position of **Conference and Languages Manager** within its Operations & Integration (O&I) collective. The 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 **Operations & Integration (O&I)** collective delivers essential enabling services that support the organisation's scientific and technical portfolio. Our key functions include corporate services, programme support, partnerships, resource mobilisation, and strategic engagement. These services are coordinated through our regional and satellite offices across the Pacific and Europe. Additionally, the O&I collective leads a dedicated workstream focused on organisational change and transformation to drive continuous improvement and adaptability.

The role – the **Conference and Languages Manager** will provide leadership, resource management, work planning, and service management for SPC's Translation, Interpretation, Pacific Island Languages Services (Tok Pasifika) and Conference (Events and Protocol) teams. This role will engage with stakeholders across SPC to ensure services are fit for purpose, efficient, and are leveraging emerging tools and techniques. The Conference and Languages Manager will promote bilingualism (English & French) and the use of Pacific Island languages across SPC.

The key responsibilities of the role include the following:

Management and leadership

- Translation, Interpretation, Tok Pasifika and Conference staff are effectively recruited, led (directly and indirectly), and represented. They exhibit high morale and productivity, and contribute to results
- Succession planning is strong and leadership skills are developed within the teams
- Robust performance management practices are utilised and staff performance issues are effectively address
- A tangible contribution is made to the departmental leadership team's collective management and direction of the department
- Vibrant team culture contributing to productivity and innovation
- Direct reports provide feedback suggests they are managed fairly and in a way that promotes effectiveness, efficiency and growth

Ways of working

- Demonstrable contribution of this role to leading and inspiring improvement to 'ways of working' across the department
- Demonstrable contribution of the Translation and Interpretation, Tok Pasifika and Conference teams towards organisational and 'ways of working' objectives in the O&I business plan
- Core workflows (translation, interpretation, event support processes) are documented and updated
- The teams managed are collaborative and work well with other teams both within O&I and within SPC programme divisions
- AI integration within language services is actively explored
- Bilingualism (English & French) and the use of Pacific Island languages are promoted across the organisation

Delivery of team work programme

- Language services and Conference support have ambitious yet realistic annual work plans
- Teams deliver high quality services and products in their respective areas within expected time frames
- SPC governance and/or technical meetings supported by the Conference and Languages Services are successfully delivered, with high-quality conference and language services that ensure smooth operations, clear communication, and a positive experience for all participants.
- SPC teams and divisions can easily access translation and interpretation services in French, English and major Pacific Island languages
- Teams are well organised and leverage emerging practices and technology to drive efficiencies, innovation, and quality improvements
- Projects and programmes are managed well, and deliver planned value and benefits
- Targeted actions are undertaken to enhance the visibility and awareness of conference and language services across the organisation
- Language team databases and glossaries for priority areas are updated with new entries with each key project/meeting.
- Service quality, risks, and the benefits delivered by initiatives are monitored and measured
- SPC is recognised as a leader in the areas of language services and conference support

Engagement and resource management and mobilisation

- This role drives and leads planning, and resource management for Language services and Conference support
- Budgets and reports for Language services and Conference support are produced to high quality as required in their various cycles
- Internal cost recovery frameworks provide sustainable funding for quality services, are managed effectively, and improved as needed
- Relationships with key stakeholders – programme divisions, vendors, freelancers, donors – are positive and stakeholders engaged in service improvement activities

- Public speaking, writing, and media engagement lead to positive feedback and growing trust and understanding of issues in areas relevant to the role
- Constructive discussions are held with possible donors and partners, leads are followed up and where necessary and possible business cases generated and approved
- Ideas are generated and rigorously explored for generating further resources for the improvement of Conference and Language services

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

Key selection criteria

Qualifications

- Postgraduate degree in conference interpretation and/or translation from a recognised school or equivalent body of knowledge and experience

Technical expertise

- At least 12 years of relevant experience in language services, including 5+ in a managerial role
- Strong relationship management and engagement experience and success in leading teams of professionals
- Experience in resource management, planning and budgeting.
- Corporate service delivery
- Project management and delivery skills

Language skills

- Perfect written and spoken command in both English and French

Interpersonal skills and cultural awareness

- Demonstrated ability to work with people from different national and cultural backgrounds

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on performance and funding.

Remuneration – The **Conference and Languages Manager** is a band 12 position in SPC's 2026 salary scale with a starting salary range of SDR (special drawing rights) 5,012-6,169 per month, which converts to approximately XPF 723,251-890,185 (USD 6,717-8,267; EUR 6,061-7,460). 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. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. 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 bilingualism, 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

Closing date: 22 March 2026 – 11:00 pm (Noumea time)

Job Reference: CR000552

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 describe your experience in managing language and/or conference services teams.
2. Please provide an example of how you have led the planning and delivery of language services and/or conference support in a complex organisational environment.
3. Please share a specific example illustrating your leadership approach to driving and embedding significant change across a business unit.