

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

The Pacific Community (SPC) invites applications for the position of **Project Manager - Digital Transformation** within its Operations & Integration (O&I) collective. The position will be located at its headquarters in Noumea, New Caledonia or at its regional office in Suva, Fiji.

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 Project Manager - Digital Transformation will provide senior leadership for the planning, coordination, and delivery of multi-year digital transformation initiatives, directing cross-functional teams and leveraging resources from across SPC divisions. It is accountable for driving enterprise-level change, ensuring programmes are aligned to organisational priorities, and leading the uplift of project management practices, methodologies, and delivery capability across SPC's ICT and business teams.

The key responsibilities of the role include the following:

Project Management practice improvement

- Project teams consistently apply agreed project management practices, resulting in clearer workflows, better predictability, and more reliable delivery performance
- Agile and adaptive approaches strengthen planning and execution, enabling teams to respond to changing requirements without compromising quality or timelines
- User-centred planning improves the relevance and usability of project outputs, with stakeholders reporting stronger alignment between solutions and their operational needs
- Communities of Practice, training sessions, and coaching activities contribute to measurable improvements in delivery capability across ICT and business units
- Early integration of change management practices leads to improved stakeholder readiness, smoother rollouts, and reduced resistance to new processes or systems
- Lessons learned, templates, and standardised processes are routinely captured and reused, strengthening the maturity and consistency of future project work

Project Planning and execution

- Projects are delivered within agreed scope, budget, schedule, and quality tolerances, with minimal corrective action required
- Project risks, issues, and inter-dependencies are identified early, communicated clearly, and resolved in a way that minimises disruption to delivery timelines
- Stakeholders across divisions have a shared and accurate understanding of project goals, milestones, and success criteria throughout the lifecycle of the project
- Cross-functional teams remain engaged, aligned, and productive, with clear ownership of tasks and strong collaboration between ICT, business units, and external partners
- Project deliverables are fit for purpose, meet documented requirements, and support improved business processes and organisational efficiency
- Engagement with regional partners, donors, and technical agencies reflects professionalism, strengthens confidence in SPC's project delivery capability, and supports strong working relationships
- Resourcing across project and BAU areas is planned effectively, ensuring that project activities have the appropriate capability, capacity, and prioritisation to succeed

Monitoring, Evaluation, Reporting and Communication

- Project indicators, milestones, and performance data are consistently measured, baselined, and reported, enabling transparent tracking of progress and outcomes
- Governance groups receive high-quality, concise reporting that supports informed decision-making and provides clear visibility of risks, achievements, and next steps
- Project learnings, best practices, and achievements are documented and shared, leading to ongoing improvements in project quality and organisational learning

- Knowledge management practices ensure that essential documentation, insights, and artefacts are stored, accessible, and used appropriately by teams across SPC
- Stakeholders across SPC maintain a clear and shared understanding of project status, impacts, timeframes, and expectations
- Communication is proactive, timely, and strengthens confidence in project direction and coordination
- SPC is represented with professionalism and credibility in internal and external forums related to the project

Financial Management

- Project expenditure is accurate, monitored closely, and remains within the boundaries of approved financial plans
- Variances, financial risks, and funding requirements are identified early, communicated clearly, and addressed before they impact project delivery
- Budget profiles, forecasts, financial reports, and cost documentation are complete, current, and support sound decision-making by managers and governance groups
- Procurement, contracting, and vendor interactions follow organisational and donor requirements and support value for money.
- Financial operations—across ICT, Finance, and administrative areas—are coordinated smoothly, ensuring efficient and compliant implementation of project activities
- Financial reporting to internal stakeholders, donors, and partners is timely, accurate, and reinforces SPC's reputation for strong financial stewardship

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

Key selection criteria

Qualifications

- Master's degree in project management, public sector or business administration, statistics, economics, social sciences, engineering, computer science, information technology or related field; or equivalent body of knowledge and experience

Technical expertise

- At least 10 years of experience in project management, preferably in the development sector
- Experience in monitoring and evaluation, including the development of theories of change, logical frameworks, performance indicators, monitoring and reporting against progress, and facilitating reflection, learning and adaptation with project stakeholders

Language skills

- Fluent in English

Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage

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 **Project Manager - Digital Transformation** is a band 11 position in SPC's 2026 salary scale.

For a Noumea based position – a starting salary range of SDR (special drawing rights) 4,397-5,400 per month, which converts to approximately XPF 634,433-779,190 (USD 5,892-7,236; EUR 5,317-6,530). SPC salaries are not presently subject to income tax in New Caledonia.

For a Suva based position – a starting salary range of 3,245–4,057 SDR (special drawing rights) per month, which currently converts to approximately FJD 10,028–12,535 (USD 4,349–5,436; EUR 3,924–4,905). Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

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 or Suva – SPC provides a housing allowance (or subsidised housing 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: 6 April 2026 – 11:00 pm (Noumea time)

Job Reference: CR000558

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. Describe a major digital transformation or complex ICT project you have led. What was your role, what challenges did you face, and what were the key outcomes?
2. How have you ensured successful adoption of new systems or processes across diverse stakeholder groups? Please provide a specific example.
3. What project management methodologies have you used (e.g., Agile, hybrid, waterfall), and how do you decide which approach is appropriate for a particular project?