

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

The Pacific Community (SPC) invites applications for the position of Innovation & Knowledge Management Officer within its Strategy, Performance and Learning Division. 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 Strategy, Performance and Learning Division (SPL) is a specialised unit within SPC's Office of the Director-General. SPL has staff based at our headquarters in Noumea, as well as our regional office in Suva. The team has the following core functions: (i) guiding strategic direction through development of the Pacific Community Strategic Plan and facilitation of the Subcommittee of the Council of Representatives of Governments and Administration (CRGA) that oversees the implementation of the plan (ii) increasing development effectiveness through leading and coordinating corporate monitoring, evaluation, reflection, reporting and learning; (iii) supporting the Director-General and the Senior Leadership Team (SLT) in undertaking strategic corporate initiatives, including organisational planning, organisational improvement or research and co-design of innovative and integrated projects and programmes, and iv) serving as a strategic coordination point for key relationships with external stakeholders, including member countries and territories, donors and development partners.

The role – the **Innovation & Knowledge Management Officer** will contribute to the development and execution of organization wide service programs at SPC supporting innovation.

The key responsibilities of the role include the following:

Support the programme management, continuous improvement and scale of innovation small grants' facility (the "Funding with intent" mechanism).

- Support the financial and non-financial administration of the Funding with Intent programme.
- Support convenings and facilitate meetings, design sessions, sharing and reflection sessions of SPC teams receiving funding with intent.
- Collaborate and support with the Innovation and Design Adviser and the Integrated Programming and Innovation Officer in managing communications plans and the reporting process for recipients.
- Provide insights and support analysis and sensemaking of data as needed for strategic planning.
- Support maintaining a calendar of activities and communicate the activities and deadlines to key stakeholders.
- Support maintaining the Funding with Intent tracker, the Reporting database and other relevant management tools.

Develop systems and manage databases for knowledge management to assist SPL and divisions accessing, using and communicating information on innovation

- Document good practices and lessons from innovation programming across the organisation, drawing on MEL practices.
- Support development of internal communications products on programming, including email communication, factsheets, and updates to the SPC intranet.
- Update the Funding with Intent intranet page and other relevant communication tools.
- Make accessible all communication products and knowledge products produced by projects funded by Funding with Intent.
- Monitor the whole Funding with Intent portfolio, including past concepts, to identify relevant scale-ups and follow-ups.

Support the robust monitoring, evaluation and learning of innovative initiatives and of the "Funding with intent" programme

- Support the development and implementation of project results tables and monitoring plans
- Ensure adequate data is collected and stored by each project team to document key performance indicators
- Support the monitoring of programme level indicators
- Support the preparation of programme and project reports as per the reporting schedule
- Work with the Strategy & Innovation and communications teams to develop evidence-informed stories and case studies
- Ensuring that lessons and recommendations from monitoring are shared with programme management and SPL

Contribute and support a culture of learning, integration and innovation in SPL and across SPC

- Support the coordination and analysis with the SPL Strategy & Innovation team lead and the Advisers.
- Support the coordination and organisation of all staff seminars and learning events in collaboration with SPC Divisions to share learning on key thematic areas across SPC, including climate adaptation.
- Contribute to the documentation of organized learning events,
- Support the co-design and facilitation, development and growth of communities of practice across SPC, including on innovation, ensuring they are informed by evidence,

- Support the documentation and share learning from events, programming experiences, and innovation pilots to inform internal capacity development and strategic planning;
- Support the maintenance and enhancement SPL's intranet presence as a dynamic hub for knowledge and innovation.

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

Key selection criteria

Qualifications

- Bachelor's degree in a relevant field such as international or programme development, business or public administration, science communication, climate change or equivalent body of knowledge and experience.

Technical expertise

- At least five years of experience in programme design, project management and reporting, ideally at the regional/international level.
- Strong experience in facilitation and provision of support to specialist groups of stakeholders.
- Experience in relationship management and awareness of application of diplomacy approaches.
- Experience in budgeting and financial management.
- Strong experience in communications and knowledge management.
- Ability to undertake research to support rapid sensemaking and advice.
- High proficiency and experience with information systems and data management
- Excellent computer skills across necessary applications.

Language skills

- Good communication skills 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 **Innovation & Knowledge Management Officer** is a band 8 position in SPC's 2026 salary scale, with a starting salary range of SDR (special drawing rights) 3,038-3,702 per month, which converts to approximately XPF 438,381-534,098 (USD 4,071-4,960; EUR 3,674-4,476). 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: 19 April 2026 – 11:00 pm (Noumea time)

Job Reference: CR000565

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 your experience managing or supporting multi-project programmes. Please describe the programme, the system or tools you have used, your management approach, and the main skills you mobilised to ensure successful delivery of projects.
2. Give an example of how you have captured, organised, and shared knowledge or lessons learned across an organisation. What platforms or tools did you use, and how did you ensure accessibility and uptake?
3. Explain your experience supporting monitoring, evaluation, and learning for innovation or development initiatives. Please provide an example of how you have used both data and storytelling to inform decision-making or support organisational learning.