



POSITION DESCRIPTION

POSITION TITLE	Performance Manager
DURATION	3 years with the opportunity for extension
LOCATION	Samoa
POSITION REPORTS TO	Head of PACER Plus Implementation Unit

ABOUT THE PPIU

The PACER Plus Implementation Unit (PPIU) was established on 21 July 2021, and the Host Agreement was signed with the Government of Samoa on 9 September 2021. The PPIU's main objective is to assist Parties to the Pacific Agreement on Closer Economic Relations (PACER) Plus to implement the Agreement and related arrangements by managing the delivery and implementation of the Development Economic Cooperation (DEC) Work Programme. The Work Programme helps the eight Pacific PACER Plus Parties (the Cook Islands, Kiribati, Niue, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) to strengthen their capacity to benefit from regional and international trade and contribute to economic growth and sustainable development. It coordinates delivery of the Work Programme, provides technical and operational support to Parties, facilitates engagement among Parties and stakeholders, and supports monitoring and reporting on progress.

The PPIU operates in accordance with its Constitution and supports the governance arrangements of the Agreement, including providing support to the PACER Plus Ministers, Joint Committee and Budget Committee as required.

ROLE PURPOSE AND EXPECTED OUTCOME

The Performance Manager oversees the contributions made by donors for PACER Plus. Predominantly focused on the DEC Work Program, the Performance Manager will ensure activities are crafted strategically; integrate cross-cutting issues; measured accurately and responsively; and reported on in a timely fashion with a focus on outcomes and lessons learnt. The Performance Manager is a driver of adaptive management and continuous improvement for the PPIU's DEC Work Programme delivery.

POSITION ACCOUNTABILITIES

To achieve the expected Performance Manager will perform the following roles and responsibilities.

1. DEC Work Programme

- Lead and oversee the implementation, and continuous refinement of the **PACER Plus Development and Economic Cooperation (DEC) Work Programme 2026-2030**, as aligned with PACER Plus objectives and Parties' priorities.
- Review and guide activity design and annual plans to ensure alignment with the PACER Plus DEC Work Programme 2026-2030, the PACER Plus Monitoring, Evaluation, Learning and Adaptation (MELA) Logical Framework, Aid for Trade principles, development effectiveness standards, and risk management frameworks.
- Ensure programming remains responsive to priorities endorsed through PACER Plus governance mechanisms.

2. Performance Monitoring and Evaluation

- Provide strategic oversight of the **PACER Plus Monitoring, Evaluation, Learning and Adaptation (MELA) Logical Framework (Logframe)**, ensuring alignment with PACER Plus objectives, the DEC Work Programme, and donor requirements.
- Oversee programme performance measurement and analysis, ensuring credible evidence is available to assess progress, outcomes, impacts, risks, and implementation gaps.
- Provide strategic advice and performance insights to the Head of PPIU, Joint Committee, Budget Committee, and donors to support informed decision-making and adaptive management.
- Champion a culture of results, accountability, learning, and continuous improvement across the PPIU and PACER Plus Parties.
- Review the monitoring, evaluation, learning and adaptation (MELA) framework to ensure alignment to the MELA Logical Framework and PACER Plus DEC Work Programme
- Strengthen systems for results reporting, data collection for MELA indicators, learning, and continuous improvement across the programme.
- Capture, document, and disseminate lessons learned and best practices.
- Facilitate learning processes within the team and across stakeholders.
- Track progress against targets and provide evidence-based analysis of performance.
- Oversee integration of Gender Equality, Disability, and Social Inclusion (GEDSI), environmental sustainability, and safeguards across all DEC activities.

3. Reporting and Accountability

- Lead the development and delivery of quarterly and annual PACER Plus performance reports, ensuring accurate assessment of progress against the DEC Work Programme, MELA Logframe, and Joint Committee priorities.
- Provide strategic oversight of performance reporting systems, ensuring compliance with PACER Plus governance requirements and donor reporting obligations.
- Analyse programme performance, risks, implementation challenges, and emerging opportunities, providing evidence-based insights to support decision-making by the Head of PPIU, Joint Committee, Budget Committee, and Parties.

- Promote accountability and continuous improvement through the effective use of performance data, lessons learned, and adaptive management approaches.
- Lead and coordinate support to PACER Plus Parties to strengthen national systems for the collection, analysis, and utilisation of trade data and statistics particularly those required by the PACER Plus MELA Logical Framework.
- Promote the use of high-quality, disaggregated trade data to assess performance, identify constraints, and measure development gains from PACER Plus.
- Oversee timely, accurate, and high-quality reporting to donors and stakeholders.
- Ensure reporting focuses on outcomes, impact, and lessons learned.
- Maintain compliance with donor requirements, agreements, and reporting standards.
- Support integration of trade data into planning, and reporting processes to enable evidence-based decision-making and adaptive implementation.

4. Manage Communications & Governance work programme

- Oversee delivery of a **PACER Plus Communications Strategy (2025–2030)** to enhance visibility, stakeholder engagement, and understanding of results and impacts.
- Oversee the implementation of governance activities.
- Prepare and present reports and strategic advice to the Joint Committee, Budget Committee, and other governance bodies to support informed decision-making by Parties.
- Lead PPIU planning, team guidance, and compliance with policies and procedures to ensure effective and accountable programme delivery.

QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor's degree in public administration, Accounting, Business Administration, Economics or related field and five (5) years of progressively responsible experience in financial reporting structures, analytical review techniques or performance management implementation, strategic planning, or any equivalent combination of related training and experience.
- At least 10 years' experience in a senior operational management position, preferably in an international development or aid for trade organisation, in the Pacific.

Competencies & Skills

Essential

- Strong strategic thinking and analytical skills
- Expertise in monitoring, evaluation, and reporting
- Ability to drive adaptive management and innovation
- Excellent communication and stakeholder engagement skills
- Strong organisational and project management abilities

Desirable

- Excellent interpersonal, written, and verbal communication skills (English and preferably a Pacific language).
- Highly competent in the use of Information and Communication Technologies including the Microsoft Application Suite, file storage, maintenance and cyber security.
- Project management experience in the Pacific is highly desirable.
- Experience in the operational delivery of development or aid for trade programs.

Personal specifications

- Ability to mentor, motivate, and transfer skills to colleagues in the Pacific context.
- Ability to communicate effectively and work with people of diverse cultures and backgrounds.
- Ability to build rapport and productive relationships with colleagues and external stakeholders across public, private and non-government sectors in a Pacific setting.
- Excellent organisation skills, professional approach, timely delivery and responsive.
- Positive team player, with strong mentoring/peer support approach.