

The Pacific Community (SPC) invites applications for the position of **Communications Officer (Projects)** within its LRD division. This position will be located at its regional office in Suva, Fiji.

## Description

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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 organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Land Resources Division (LRD)** provides advice, technical assistance, research and training support to Pacific Island countries and territories on all aspects of agriculture and forestry. This includes plant protection, conservation, plant genetic resources, animal health and production, agroforestry, biosecurity and trade facilitation, and sustainable systems for agriculture, forestry and land management. This work has two objectives: improved food and nutritional security, and resilient communities. The division's services are provided through seven technical/thematic teams: Animal Health and Production; Plant Health; Biosecurity and Trade Facilitation; Forest and Agriculture Diversification; Crop Production and Extension; Genetic Resources; and Forests and Trees.

The **Communications Officer – Projects** is responsible for working closely with the Divisional Communications team for the efficient and effective communication and raising the visibility of projects implemented by the SPC Land Resources Division Genetic Resources and Sustainable Agriculture Programmes. The incumbent will be responsible for the development, dissemination and management of communications and knowledge products and events, as well as raising the visibility of project activities for stakeholders, countries, and development partners.

The key responsibilities of the role include:

### **Manage and coordinate communication of project activities**

- Support the development of communication strategies and plans for the relevant projects in collaboration with project partners/countries
- Coordinate publication support for project teams

### **Project Visibility and Administration Support**

- Provide visibility support for projects through relevant communication and media platforms
- Promote programme and divisional events through effective partnerships with relevant stakeholders

### **Building Stakeholder Relations**

- Establish and maintain linkages and relationships with relevant stakeholders, including media outlets
- Promote links and collaboration with technical and communication teams across relevant SPC programme and divisions

### **Information and learning product management**

- Collaborate with LRD ICKM Adviser and communications team on the management of information and knowledge products
- Work with technical teams across projects and relevant divisions on the development and dissemination of technical briefs

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

## Key selection criteria

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### **Qualifications**

- Degree in communications, journalism, or media relations or equivalent

### **Technical expertise**

- At least 5 years of work experience in communications, media or journalism
- Knowledge of the Pacific context, preferably in the agriculture and forestry sectors and related emerging issues
- Ability to manage website
- Advanced computer skills in applications such as Microsoft Word and Excel
- Strong interpersonal skills and an ability to work with a wide range of individuals

### **Language skills**

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

### **Interpersonal skills and cultural awareness**

- Ability to work in a multicultural, inclusive and equitable environment

## Salary, terms and conditions

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**Contract Duration – till 31<sup>st</sup> May 2024** – subject to renewal depending on funding and performance

**Remuneration** – The **Communications Officer – Projects** is a Band 8 position in SPC’s 2022 salary scale, with a starting salary range of 1,994–2,493 SDR (special drawing rights) per month, which currently converts to approximately FJD 5,883–7,354 (USD 2,852–3,565; EUR 2,393–2,991). 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. 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.

**Benefits for international employees based in Fiji** – SPC provides a housing allowance of FJD 1,350–3,000 per month. 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 matching 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 Privacy Policy.

## Application procedure

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**Closing Date: 23 October 2022 at 11:59pm (Fiji time)**

**Job Reference: KK000043**

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.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to Fiji Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

**Screening Questions (maximum of 2,000 characters per question):**

1. The role will involve promoting communication strategies and the use of creative ways to convey messages to effectively inform and engage stakeholders. List 3 ways you would strengthen engagement and communicate to meaningfully inform and engage Land Resources Division stakeholders and the tools and skills you would employ to accomplish this?
2. Give one example of how you have previously used communications to drive positive change, ideally toward a development outcome. Please describe the impact this had.
3. Scientific and technical concepts and project results are often communicated in ways that cannot be easily accessible for the general reader. Describe your approach to working with technical specialists to develop materials and products that are easy to read, influential and impactful?