

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

The Pacific Community (SPC) invites applications for the position of **Communications and Engagement Adviser** within its Statistics for Development Division. This 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 **Statistics for Development Division (SDD)** is based in SPC's headquarters in Noumea, New Caledonia. The division employs approximately 20 staff, all of whom are all based in Noumea. SDD's goal is to help the Pacific Island Countries and Territories achieve "highly competent and sustainable national statistics systems that meet national and international statistics needs for evidence-based policy, planning and monitoring." SDD has a regional statistical system leadership and coordination role; and also supports the region directly in data infrastructure, collection, statistical methodology, analysis and dissemination.

The role – the **Communications and Engagement Adviser** will develop and implement comprehensive communication and engagement strategies that effectively promote the work of the Statistics for Development Division (SDD) and Pacific Data Hub (PDH) to ensure maximum visibility and engagement with key stakeholders; create compelling data-driven content; maintain brand and messaging guidelines to ensure effective communication; and support communications teams in the National Statistics Offices of SPC's 22 member countries and territories.

The key responsibilities of the role include the following:

### Ways of working

- Demonstrable contribution is made as an individual and team-member to the organisational or 'ways of working' objectives in the division business plan.
- A culture of effective communication is fostered.

### Communication and Engagement Strategy and Planning

- Ensure communication and engagement plans and strategies align with the Statistics for Development Division's business plan and Pacific Data Hub communication priorities.
- Identify key stakeholders and target audiences and develop effective communication tactics to reach them.
- Collaborate with communications and media staff working in partner organisations maximises visibility of SDD and PDH.
- Ensure SDD and PDH are well promoted and achieve high visibility within SPC.

### Content Development and Coordination

- Ensure communication campaigns and media events promote the work of SDD and the PDH are developed and well executed.
- Apply data journalism techniques where possible to ensure modern, dynamic, interactive, useful and engaging content is developed.
- Ensure content on the SDD and PDH websites are regularly reviewed, accurate and up to date.
- Share SDD and PDH-related content with online media platforms.

### Communication and Engagement Effectiveness and Evaluation

- Ensure effectiveness of communication and engagement strategies and campaigns are regularly monitored and evaluated using relevant metrics and feedback mechanisms.
- Utilize user insights and feedback to enhance future communication efforts and maintain continuous improvement.
- Design, implement and analyse user focus surveys along with other forms of user feedback to inform communication and engagement plans and strategies.

### Advice and capacity development

- Provide guidance and support to SDD and PDH colleagues in planning their public events to ensure corporate visibility standards are met and extensive coverage.
- Provide leadership and guidance across SPC in data journalism.
- Prepare and execute workshops and one-on-one training activities.
- Create Regional NSO Communications Officers Network to share ideas and resources.

For a more detailed account of the key responsibilities, please refer to the [online job description](#).

## Key selection criteria

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### Qualifications

- Postgraduate degree in communications, marketing, journalism, public relations, or related field; or equivalent combination of degree and work experience.

### Technical expertise

- At least 7 years of experience in a senior communication or marketing role with at least 5 years in an international context.
- Experience developing and implementing successful communication and engagement strategies.
- In-depth knowledge of current communication technologies and trends to maximise outreach.
- Experience writing and editing traditional and social media content in English with a keen eye for detail and a portfolio of published work available for review.
- Experience working in data journalism.
- Experience in media relations.

### Language skills

- Fluency in English.

### Interpersonal skills and cultural awareness

- A team player, with the ability to work in a multi-diverse and multi-cultural environment.
- Knowledge of Pacific Island countries and territories is an advantage.

## Salary, terms and conditions

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

**Remuneration** – The **Communications and Engagement Adviser** is a band 10 position in SPC's 2023 salary scale, with a starting salary range of 3,568–4,364 SDR (special drawing rights) per month, which currently converts to approximately XPF 540,472–660,991 (USD 4,781–5,847; EUR 4,529–5,539). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

**Benefits for international staff employees based in New Caledonia** – SPC provides 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 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 private policy.

## Application procedure

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**Closing date:** 10 December 2023 – 11:00 pm (Noumea time)

**Job Reference:** CR000132

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 in developing communications and engagement strategies.
2. Describe your experience in developing high-quality accurate and relevant communication materials including press releases, social media posts, newsletters, reports, presentations, and brochures.

3. In your experience, what are the biggest challenges (and means to overcome them) for communicating information and statistics in a way that leads to them being used effectively?