

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

*The Pacific Community (SPC) invites applications for the position of **Engagement and Outreach Advisor**. 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 role – the **Engagement and Outreach Advisor** will lead Communications role in SPC's Noumea, New Caledonia and will be responsible for effective content development, dissemination, engagement actions and project management that ensures media and stakeholders effectively understand the work of SPC in meaningful ways. The role will also be the lead contact for French media and has an important engagement capability with partners and government.

The key responsibilities of the role include the following:

Engagement strategy and implementation of coordinated approaches

- Co-developed engagement strategy with SPC teams and guided by Member perceptions developed and implemented using innovative and effective engagement approaches across ONE SPC.
- Results show impact in improved engagement with donors, partners and Member countries including youth and women.
- SPC Divisional and technical teams are trained and have access to standardised and useful information to support effective outreach in consistent manners.

Project Management

- This role will be responsible for the project management of each of the key implementation phases of the Engagement and Outreach Strategy. This includes effective coordination, delivery of projects on deadline, budget oversight, staff coordination and support and planning in collaborative ways.
- Management of SPC open day/s including coordinating Divisional teams with support from Director Communications and SLT.

Effective information development and dissemination

- Coordinating a quarterly Member's Circular distribution with Director Communications and Executive Office
- Implementation of an SPC Ambassador program for staff including development of products, training and support in integrated and ONE SPC focused manners.
- Be a lead driver in the realignment of SPC's brand and ensure that all digital assets are fit for purpose, accessible and useful
- Review and set clear standards for all SPC communications information.

Reporting and relationship management

- Inputs to quarterly internal reports on SPC online performance are produced.
- Reporting and coordinating of partner communications activities including yearly visibility plans, co-developed events etc are timely, relevant and focused on genuine evaluation principals.
- Key communications focal point for content development for partners such as DFAT, MFAT, New Caledonia therefore ensuring agreed workplans are met and delivered by SPC teams across the organisation is key.

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

Key selection criteria

Qualifications

- Advanced degree from an Accredited University/college in journalism, mass communications, public relations or other relevant discipline or equivalent experience

Technical expertise

- 8 years working experience in public communications.
- Excellent writing/editing skills with portfolio of published work available for review.
- Fluency in social media strategy and content development in French and English.
- Proven ability to work independently and as part of a team in a fast-paced, multi-cultural and gender-sensitive environment.

- Willingness and demonstrated capacity to travel and undertake overseas assignments in SPC member countries, sometimes under difficult physical conditions.

Language skills

- Excellent communication skills in French and English (oral and written) with the capacity to engage government, public and community audiences.

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 **Engagement and Outreach Advisor** 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

Closing date: 31 January 2024 – 11:00 pm Noumea time

Job Reference: CR000180

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: (2.000 characters maximum per question)

1. Please outline your motivation in applying for this and what you uniquely bring to the role to drive effective engagement and outreach of SPC work in meaningful ways.
2. Please outline your engagement and outreach approaches that drives increased understanding or behavioural shifts through creative approaches using examples to illustrate your response.
3. Please outline your experience in coordination of large staffing groups to drive collective engagement on key outcomes or shared goals based on experience you have had in previous roles.