



Pacific
Community
Communauté
du Pacifique

- **Suva-based position (Fiji)**
- **Attractive expatriate package**
- **Join the principal development organisation in the Pacific region**

*The Pacific Community (SPC) invites applications for the position of **Team Leader – Pacific Way** within its Corporate Communications Division. This position will be located at its regional office in Suva, Fiji.*

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 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 **Communications Division** is a central function under the Office of the Director-General, which is responsible for driving a strategic, integrated and contemporary approaches to communications and storytelling that drives impact across our organisation and externally. The team provides central coordination, development of effective systems and processes, coordination of strategic and Pacific-led storytelling approaches, policies, procedures and impact-based communication actions. A central aim of this role will be to ensure culturally sensitive storytelling including capturing of Pacific-led and owned stories of impact and preservation of cultural storytelling in line with Pacific cultures and practices.

The role – **Team Leader – Pacific Way** will lead audio-visual services for SPC including the production, management and dissemination of digital communications services across multi-platforms and engage with regional media partners actively for dissemination of Pacific Way. This role will also anchor significant cultural and SPC wide storytelling approaches to drive genuine understanding of the Pacific region and the work of SPC to support Pacific Island Countries and Territories. Pacific Way has been running for almost 30 years and is SPC's flagship television program.

The key responsibilities of the role include:

Production of Pacific Way and Digital Content

- Coordinate the development and implementation of the Television and Video unit's work plan on video productions including on social media.
- Oversee and supervise filming and video editing of programmes assigned to the unit.
- Manage the unit's video content on video server in line with best-practice knowledge management and meta data saving.
- Coordination of audio-visual storytelling including podcast and production management of Pacific Way TV and podcast.

Digital Communication Standards

- Coordinate with SPC Director of Communications and team to set digital communication standard operation procedures for SPC teams, train Divisions in achieving these standards, and support dissemination of short content on social media platforms in line with these standards.
- Train Divisional teams in video editing and radio broadcast techniques to improve quality of content across the agency.
- Ensure effective uploading of video footage to SPC's video archive.

Effective coordination of content and team management

- Office management of the Pacific Way studio ensuring working order of equipment and booking management.
- Coordinate payments of cost recovery for services from Divisions and external stakeholders.
- Coordinate the team in television, video and audio production.
- Implement a dynamic best-practice digital strategy across TV, radio, and digital channels in partnership with the broader communications team.

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

Key selection criteria

Qualifications

- Bachelor qualification in television production, broadcast media, journalism, audio visual technology OR equivalent experience.

Technical expertise

- Minimum of 5-6 years working experience in audio-visual, digital and/or broadcast.
- At least 5-6 years of experience working on video production within Pacific media or an international organization.
- Experience working in communities and development of storytelling in Pacific Island Countries and Territories.
- An ability to adapt to topical conditions and terrains.
- Knowledge of filming techniques, video editing and related software, equipment.
- Production of television program including supporting a film team and working with external contractors to support production.

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

Contract Duration – 3 years – subject to renewal depending on funding and performance.

Remuneration – The **Team Leader – Pacific Way** is a band 8 position in SPC’s 2023 salary scale, with a starting salary range of 2,044–2,555 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,030–7,537 (USD 2,739–3,424; EUR 2,595–3,243). 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

Closing Date: 28 January 2024 at 11:59pm (Fiji Time)

Job Reference: JM000526

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.

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. What are your motivations for applying and what do you bring to this role that you feel will ensure success of Pacific Way and digital production at SPC?
2. Please outline your multimedia storytelling skillsets and provide an example you are proud of? (Links to portfolio work is acceptable)
3. In your own views what is the importance of cultural storytelling and hearing stories of and from the Pacific region?