

- 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 Officer (Statistic and Data)** within its Corporate Communication Office located at its headquarters in Noumea, New Caledonia.*

## Description

The **Pacific Community** 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 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are renowned 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.

**Communications and Public Information** is a central function under the Office of the Director-General, which is responsible for driving a strategic, integrated and contemporary approach to communications across our organisation. The team provides central coordination, capacity building and advice on communications and public information as well as internal communication. It is responsible for managing the SPC brand and reputation and for developing organisation-wide strategies, policies and procedures to guide communications and its integration into SPC's scientific and technical programmes. A central aim of the role will be achieving visibility of SPC's results – achieved in collaboration with our members and development partners – through improved media engagement and coordination within SPC.

**The role** – The **Communications Officer (Statistics and Data)** will hold the specific communications portfolio for SPC's Pacific Data Hub (PDH) and provide support to the overall strategic communications work of SPC. The Communications Officer will ensure that statistical and data information generated by these portfolio's is translated into accessible and relevant communication products and that awareness of the work of SPC and PDH is high among target audiences.

**The key responsibilities of the role include the following:**

1. Develop, implement and monitor a communications and engagement strategy for the Pacific Data Hub,
2. Support development of wide range of communication products, with an emphasis on written stories, blogs and op-eds, videography, infographics and social media products,
3. Providing communications training/advisory sessions to PDH stakeholders and SPC divisions/projects
4. Support the Noumea Communications Office as requested

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

## Key selection criteria

### 1. Qualifications

- A tertiary qualification in journalism, communications or related fields from a recognized university.

### 2. Technical expertise

- At least six years of professional communications-related experience, ideally at the international level, with an established portfolio
- Experience in designing and implementing communication strategies
- Experience representing the public voice of a project or campaign
- Proven experience in designing communications materials for a range of audiences and platforms
- Experience in videography (filming and editing)
- Excellent computer skills across necessary applications

### 3. Language skills

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

### 4. Interpersonal skills and cultural awareness

- Good interpersonal skills and excellent communications skills, both written and verbal.
- A team player, with the ability to work with and network effectively in a multicultural environment.

- Cultural sensitivity and a demonstrated understanding of developing country environments.
- Knowledge of Pacific Island countries and territories is an advantage.
- Openness to innovation.

## Salary, terms and conditions

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**Contract Duration** – This vacant position is budgeted for 12 months and is subject to renewal depending on funding and performance. Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

**Remuneration** – the **Communications Officer (Statistics and Data)** is a band 8 position in SPC's 2021 salary scale, with a starting salary range of SDR (special drawing rights) 2,850-3,467 per month, which converts to approximately XPF 417,231-507,450 (USD 3,962-4,819; EUR 3,496-4,252). 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 bilinguism, 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:** 23 May 2021 – 11:00 pm (Noumea time).

**Job Reference:** SH000049

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

Please ensure your documents are in Microsoft Word or Adobe PDF format.

All positions at SPC have specific screening questions. If you do not respond to all of the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

### Screening questions

1. Please provide a clear example of a successful communications and engagement strategy (preferably related to statistics/data) which you have developed, implemented and evaluated (kindly include portfolio examples).
2. Please explain the methods you use to turn complex scientific, data-based information into communication products that have the ability to spark engagement among wider, non-specialized audiences.
3. What are the 3 pieces of content that you have developed that you are most proud of? Please link to portfolio examples.