

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

The Pacific Community (SPC) invites applications for the position of **Information, Communications and Knowledge Management (ICKM) Officer** within its Climate Change and Environmental Sustainability Programme. This position will be located at its regional office 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 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 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 **Climate Change and Environmental Sustainability Programme (CCES)** was established to enable SPC to strengthen and streamline its actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and environmental sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions.

The role – the ICKM Officer – Climate Change will support CCES in the valorization of all SPC climate change related knowledge, including information in the forms of project content, publication or report, as well as the design of a robust data management system aligned with SPC processes and relevant platforms and existing tools. The position also includes support to the implementation of the social and environmental responsibility policy.

The key responsibilities of the role include the following:

1. Lead the design, development and delivery of information and knowledge management system for Climate Change

- Collect literature and peer reviewed papers, 'stories', results and case studies from technical divisions related to climate change.
- Design products that value the information collected.
- Develop with ICT and within the framework of the Pacific Data Hub an appropriate archiving systems so that all documents are properly assessed recorded and archived onto SPC website.
- Define appropriate systems to articulate and access CC data in collaboration with SPC divisions.
- Design with relevant SPC divisions the most relevant system to store information online using relevant platforms and existing online tools.

2. Communications and visibility support for the Environmental Sustainability and Climate Change Programme

- Support the development of innovative and powerful communication tools to value climate change publications and 'stories' of SPC and enhance the organisation's visibility in CC.
- Assist the SPC communication unit by relaying and/or drafting CC and ES news items.
- In collaboration with the SPC Communication Unit, maintain CCES webpages to update new development and progress specifically regarding the valorization of Climate change related SPC literature.
- In collaboration with SPC's Divisions, develop material and media to promote and lead the implementation of a sustainable process to make sure all CC related publications are channeled to CCES.
- Develop and update communication material to disseminate concrete and relevant information regarding the way social and environmental responsibility can be mainstreamed in SPC programmes activities: envisage the development of new material.

3. Knowledge management and communication of SER

- Support the development of communication materials outlining sound social and environmental responsibility practices; broad dissemination of material across (and outside) SPC.
- Design with support from ICT an SER intranet page for SPC staff to be able to directly implement the SER policy through their project using straightforward procedures.
- Develop in collaboration with communication section the SER webpage for external audience and grievance mechanisms.
- Support to the development of Environmental sustainable action across SPC for raising awareness and team building.

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

Key selection criteria

1. Qualifications

- A degree in a relevant field such as climate change environmental management, or project management.

2. Technical expertise

- At least 5 years experience in designing and implementing programme or project knowledge and/or communication strategies.
- Demonstrated experience in creating and publishing content for the web and social networks; Experience of working with communication and/or knowledge systems and software for scientific data.
- Proven experience in networking, relationship building and partnership management with different stakeholders.
- Ability to mobilise various partners.
- Demonstrated commitment to gender equality and human rights based approaches.
- Demonstrated competence in being well organized, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support.

3. Language skills

- Excellent communication skills in French and English (spoken and written).

4. Interpersonal skills and cultural awareness

- A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of tasks to support the CCES team in achieving their goals.
- 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 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 **ICKM Officer – Climate Change** 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

Closing date: 30 May 2021 – 11:00 pm (Noumea time).

Job Reference: SH000054

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 (maximum of 2.000 characters per question):

1. What tools and approaches would you suggest to best capture climate change knowledge and stories at SPC and make visible the breath of SPC's experience and competence in Climate Change.
2. Can you develop in 3 words and 3 paragraphs how Climate Change is affecting Pacific Island countries and territories.
3. Present at least one example of an SER action that could be implemented at SPC.