

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

The Pacific Community (SPC) invites applications for the position of **Communications Coordinator** 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 20 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.

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 Coordinator** plays a central role in ensuring that divisional communication activities are complimentary, well-coordinated and in line with Corporate Communications strategies and guidelines. The Coordinator will chair monthly meetings with divisional communications staff and will serve as the secretariate for weekly editorial planning meetings. The position is a communications support resource for events and activities, a media training officer, and a proactive lead in promoting and protecting the SPC brand. The position has a secondary role of media coordination for the Pacific, overseeing the media contacts address book and ensuring the media requests are managed quickly with immediate responses, or with redirects to the appropriate contacts within SPC.

The key responsibilities of the role include:

- Effective tracking and coordination of SPC communication activities across all SPC divisions
- Regional media coordination tracking and communication flow
- Internal training, guidance and support
- Communication output is in line with Communications strategy and guidelines

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

Key selection criteria

Qualifications

- A university degree in journalism, mass communications or equivalent

Knowledge and experience

- At least 6 years of professional communications related experience
- Proven experience in developing a wide range of communications materials for different audiences
- Successful experience in coordinating long term activities and projects within a diverse team

Essential skills

- Experience in media training and presenting
- Established portfolio of media writing

Language skills

- Excellent English communication skills (oral and written)

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment
- Experience in working with multi-disciplinary and cross-cultural teams
- Awareness of the cultural, political and religious sensitivities across the Pacific region

Salary, terms and conditions

Contract Duration – Until 31 May 2025

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 Coordinator** is a Band 8 position in SPC's 2022 salary scale, with a starting salary range of 1,994–2,493 SDR (special drawing rights) per month, which currently converts to approximately FJD 5,883–7,354 (USD 2,852–3,565; EUR 2,393–2,991). 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 – 5 June 2022 at 11:59pm Fiji time

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
- 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.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

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 the Fijian 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.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

1. Have you coordinated a team of communications professionals on a campaign or project? If yes, please provide an example detailing the methods used.
2. Do you have a published portfolio of written work in traditional, social media and multimedia platforms? Please link to portfolio examples.
3. Do you have experience as a regional and local media relations coordinator? If yes, please provide an example.