

- **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 **Information, Communications and Visibility Officer** 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.

The **Human Rights and Social Development Division** has a vision for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles. The work of this Division includes work previously undertaken by the Regional Rights Resource Team (RRRT) around human rights and the Social Development Programme (SDP) in the areas of gender equality and social inclusion, culture and youth development.

In line with its vision, the work of the Division will encompass the following focal areas:

- **Objective 1: Governance for human rights and social development:** strengthen inclusive, transparent and active governance for human rights and social development.
- **Objective 2: Gender equality and social inclusion:** mobilize, empower and build conditions for gender equality, equity and social inclusion in society and development.
- **Objective 3: Culture:** promote, preserve and protect positive expressions of culture.
- **Objective 4: Social innovation and learning:** enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

The role – **Information, Communications and Visibility Officer** is responsible for providing support in the design, enhancement, implementation, and management of the HRSD Division communication and knowledge management strategy. This role will also support with influencing behavioral change and social mobilization, high level advocacy, public outreach and facilitated services, all geared towards the achievement of the divisional goals, and alignment with the SPC corporate communications strategy and policies.

The key responsibilities of the role include:

- **Information and knowledge management** – contribute to the development, implementation and management of the HRSD knowledge management and communications strategy and corresponding tools
- **Media, communications and publications** – effective information management systems and approaches for documenting results, sharing best practices and lessons learned of HRSD programs and strategies, across the Pacific Region, international partner agencies and broader community
- **Communications capacity development** – contributes to building the capacity of the project staff and participating stakeholders through media and communications for visibility and impact

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

## Key selection criteria

### Qualifications

- A degree in a relevant field such as development, development communications, development management, communication arts, investigative journalism, or program management

### Knowledge and experience

- At least 5 years of relevant experience in development communications or similar role supporting development programs/projects that uses communications to bring about durable social strategic behavioral change
- Proven experience (and can provide at least 2 examples of knowledge products developed that brings about behavioral change and enhanced visibility), preferably in a development setting.
- Experience in formulating and implementation of communications plan, awareness campaigns in various media platforms

## Essential skills

- Expert/high level expertise in various multi-media and IT-based applications
- Good knowledge on development issues that requires effective communications strategies, approaches as appropriate solutions.
- Ability to demystify complex and vague topics and issues, knowledge for various audiences, hierarchy of organizations and institutions, and people of all diversities
- Demonstrated capacity to interact with various stakeholders and facilitate linkages between organizations.

## 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

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### Contract Duration – Until 15 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 **Information, Communications and Visibility Officer** 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

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### Closing Date – 6 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 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. The information, communication and visibility officer play a critical role in communications for development impact. Please describe your approach in communicating development for promotion and visibility.
2. You are requested to prepare an information material that would inform the clients about the project and by doing so will ensure visibility. You may provide an outline of the steps or processes for fulfilling the tasks, including the required data and/or information.
3. Please provide an example of an informational material/s that you recently developed that best illustrates your experience, competence, and skills in communicating development results, preferably in promoting human rights and gender equality.