

- 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 and Communication Officer** within its Climate Change and Environmental Sustainability Programme. This position will be located at its headquarters 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 27 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 **Information and Communication Officer** will provide a high-level communication support to the CCFP in the valorization of all SPC climate change related activities, in order to ensure a high visibility of the CCFP's activities and results. The role will as well support the management system of Climate change data, information and communication aligned with SPC processes and relevant platforms and existing tools. This position is an integral part of climate change flagship programme (CCFP), coordinated by CCES.

The key responsibilities of the role include the following:

Design and implement the communication and visibility strategy for the CCFP, with regular updating to keep it current

- Design the communication and visibility strategy of CCFP, in collaboration with all SPC divisions and implement the action plan.
- Update the CCFP communication and visibility strategy on an annual basis with inputs from SPC divisions.
- Establish communication templates for CCFP partners.
- Assess different communication options under the strategy to guide the best communication approaches.
- In collaboration with the other SPC services, assess and measure the effectiveness of the communication of the CCFP project and adjust the approaches accordingly.
- Support the adequate communication of the CCFP results and achievements in collaboration with the MEL officer.

Communications and Visibility Support for the CCFP Programme

- Produce regular communication products and ensure they are widely distributed.
- Support the development of innovative and strong communication tools and dissemination strategies.
- In collaboration with the SPC Communication Unit, develop a CCFP website, and articulate it with CCES webpages.
- 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.
- Support for the organisation, planning and facilitation of communication events (conference, seminar, etc.).

Support the design, development and delivery of information and knowledge management system for Climate Change

- Design an internal process to value literature and peer reviewed papers, 'stories', results and case studies from technical divisions involved in the CCFP.
- Design products that value the information collected.
- 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.

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

Key selection criteria

Qualifications

- Degree in communication, media, marketing or a related field and in one of the fields covered by the project with successful communication experience.

Technical expertise

- At least 5-6 years' experience in designing and implementing programme or project 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.

Language skills

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

Interpersonal skills and cultural awareness

- Proven ability to work independently and as part of a team in a fast-paced and multicultural environment.
- Excellent interpersonal skills in the multicultural environment of the Pacific Islands.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted until 31 March 2026 and is subject to renewal depending on funding and performance.

Remuneration – the **Information and Communication Officer** is a band 8 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 2,912-3,544 per month, which converts to approximately XPF 441,094-536,787 (USD 3,902-4,748; EUR 3,696-4,498). 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: 14 May 2023 – 11:00 pm (Noumea time)

Job Reference: SH000312

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.

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 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. What tools and approaches do you think are essential to coordinate communication within the Climate Change Flagship Integrated Programme in the Pacific context?