

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

*The Pacific Community (SPC) invites applications for the position of **Senior Communications Officer**. 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 role – the **Senior Communications Officer** will lead Corporate Communications officer in Noumea and will be responsible for supporting dissemination and providing internal guidance on SPC's Corporate Communication's strategy and guidelines. The role is the lead contact for French media.

The key responsibilities of the role include the following:

Supporting and contributing content for internal and external public information material including: newsletters, feature stories, annual report/results report, fact-sheets, statements, calendars, video and podcast products. Coordinating a quarterly Member's Circular distribution.

- Create and publish original content in line with Corporate Communication guidelines.
- Ensure staff member makes regular contributions to content and development of products, which are used as part of Corporate Communications overall visibility strategy.
- Ensure Corporate Communications provides relevant inputs on internal SPC reports.
- Provide support to SPC Divisions and Executive staff in the preparation of public information material.
- Coordinate a quarterly Member's Bulletin distribution.

Maintaining and expanding relations with French language media. Coordinating coverage and providing original content highlighting SPC activities in French language members

- Ensure stories and reports of SPC activities in French speaking members and in French language media show a measurable increase.
- Produce original SPC generated stories and report of activities in French language counties.

Providing regular training and briefings to Noumea based divisions on internal and external communication principles, and serving as an expert media advisor to staff

- Organize and conduct Corporate Communication training sessions on internal and external content principles in Noumea-based division annually.

Organizing and/or supporting media events, including news conferences and media seminars. Serving as proactive resource in guiding Noumea based SPC Divisions with Communication planning, coverage and content

- Plan, organize and promote corporate media events in Noumea.
- Guide and support Noumea based divisions in the planning of their own public events and activities, to ensure that corporate visibility standards are applied- and to provide wide coverage.

Overseeing and regularly monitoring the consistency and quality of content on the SPC Corporate website and monitoring and protecting the SPC online brand

- Ensure content on SPC Corporate website is regularly reviewed, accurate and up-to-date.
- Ensure SPC presence on other online platforms (Members, Partners, Donors, Wikipedia, Media, etc) is accurate.

Providing monitoring and evaluation data on SPC's Corporate Communication's online activities, and protectively identifying new areas, platforms or strategies to improve SPC reach.

- Produce inputs to quarterly internal reports on SPC online performance.
- Make proactive recommendations for any adjustments to the corporate communication strategy.

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

Key selection criteria

Qualifications

- Advanced degree from and in journalism, mass communications, public relations or other relevant discipline.

Technical expertise

- Minimum of 7 years working experience in public communications with at least 5 years in an international context.
- Excellent media writing/editing skills with portfolio of published work available for review.
- Fluency in social media strategy and content development in French and English.
- Willingness and demonstrated capacity to travel and undertake overseas assignments in SPC member countries, sometimes under difficult physical conditions.

Language skills

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

Interpersonal skills and cultural awareness

- Demonstrated cultural sensitivity and awareness, and the ability to effectively work with stakeholders and team members from different cultural backgrounds.
- Proven ability to work independently and as part of a team in a fast-paced, multi-cultural and gender-sensitive environment.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on performance and funding.

Remuneration – the **Senior Communications Officer** is a band 10 position in SPC's 2023 salary scale, with a starting salary range of 3,568–4,364 SDR (special drawing rights) per month, which currently converts to approximately XPF 540,472–660,991 (USD 4,781–5,847; EUR 4,529–5,539). 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 and will reimburse excess accompanied luggage of up to two additional bags. Airfares, medical and life insurance are available for eligible employees. Employees are entitled to 25 days of annual leave per year of contract 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 private policy.

Application procedure

Closing date: 20 August 2023 – 11:00 pm Noumea time

Job Reference: CR000051

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: (2.000 characters maximum per question)

1. What is your motivations for this role and how do you see this as contributing to outcome delivery in the Pacific region?
2. What is the benefit of planning and how do you monitor / track the effectiveness of communications and public diplomacy actions you are implementing or have implemented?
3. How would you actively engage with French and English media partners to increase the understanding of the work done at SPC? Please provide an example where you have done this before and the outcomes achieved.