

- Suva-based position (Fiji)
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Communications Officer** within its Land Resources Division (LRD) 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 26 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 **Land Resources Division (LRD)** provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities. LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals. LRD's integrated programming connects the pillars and its wider alliance with SPC and its seven other divisions, delivering a holistic programme of work for Pacific lands that meets the SPC vision of a region of peace, harmony, security, social inclusion and prosperity so that all people can lead healthy and productive lives.

The **Communications Officer** will work closely with internal and external counterparts to ensure there is efficient and effective communications and suitable visibility of all activities, projects and programmes implemented by the SPC Land Resources Genetic Resources Pillar. The incumbent is also responsible for the development, dissemination and management of communication and knowledge products and coordinating relevant communication related events.

The key responsibilities of the role include:

Coordinate and manage visibility and communication

- Lead Pillar One's contribution towards implementing the LRD and SPC's communication strategies and plans for the relevant projects in collaboration with programme staff and project partners/countries.
- Provide visibility support for projects through relevant communication and medial platforms

Coordinate and manage information and knowledge production

- Collaborate with the LRD Information, Communications and Knowledge Management (ICKM) Adviser, Knowledge Management Officer and communications team on the management of information and knowledge products.
- Work with technical teams within the Genetic Resources Pillar and across projects and relevant divisions on the development and dissemination of technical briefs.

Support effective advocacy, outreach, and new partnerships

- Establish and maintain linkages and relationships with relevant stakeholders, including media outlets
- Promote links and collaboration with technical and communication teams across relevant SPC programmes and divisions

Support the development of tools and approaches to support communication, visibility, and knowledge management

- Develop user-friendly tools and systems to support the Genetic Resources teams to in communication and visibility
- In consultation with the LRD Knowledge management officer, develop user-friendly tools and systems to support the coordination knowledge and information products in line with the LRD ICKM strategy.

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

Key selection criteria

Qualifications

- A degree in communications, journalism, or media relations or equivalent experience

Technical expertise

- At least 5 years of work experience in communications, media or journalism
- Excellent verbal and writing skills
- Strong team player
- Knowledge of the Pacific context, preferably in the agriculture and forestry sectors and related emerging issues

Language skills

- Excellent English communication skills (oral and written)

Interpersonal skills and cultural awareness

- Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations
- Ability to work in a multicultural, inclusive and equitable environment

Salary, terms and conditions

Contract Duration – 3 years - subject to renewal depending on funding and performance

Remuneration – The **Communications Officer** is a Band 8 position in SPC's 2023 salary scale, with a starting salary range of 2,044–2,555 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,030–7,537 (USD 2,739–3,424; EUR 2,595–3,243). 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: 23 August 2023 – 11:59pm (Fiji time)

Job Reference: JM000457

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.

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 Fiji 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.

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. The role will involve promoting communication strategies and the use of creative ways to convey messages to effectively inform and engage stakeholders. List 3 ways you would strengthen engagement and communicate to meaningfully inform and engage Land Resources Division stakeholders and the tools and skills you would employ to accomplish this?
2. Give one example of how you have previously used communications to drive positive change, ideally toward a development outcome. Please describe the impact this had.
3. Scientific and technical concepts and project results are often communicated in ways that cannot be easily accessible for the general reader. Describe your approach to working with technical specialists to develop materials and products that are easy to read, influential and impactful?