



Pacific
Community
Communauté
du Pacifique

- **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 and Visibility Officer** within its Land Resources Division. This position will be 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 25 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.

The **Pacific Regional Integration Support (PRISE)** Programme is a EUR 37m programme aimed to support greater economic integration among the small and scattered countries of the region, and between the Pacific Region and the global economy. The overall objective is to contribute to improving the economic and social benefits for 15 Pacific countries from the African, Caribbean, Pacific Group of States arising from stronger regional economic integration. SPC is taking the lead in implementing 2 key outputs with an allocation of EUR 12m: Output 1.2 Sanitary and Phytosanitary services are improved; and Output 2.3: Strengthened competitiveness of sustainable agricultural value-chains in the Pacific. PRISE Outputs 1.2 and 2.3 with the title '**Safe Agricultural Trade Facilitation through Economic Integration in the Pacific**' (**SAFE Pacific**) project will be managed and implemented by SPC in all 15 Pacific Africa Caribbean and Pacific (PACPs) countries.

The role – **Communications and Visibility Officer** will be responsible for the overall support and implementation of the communications strategic plan to increase the visibility of the SAFE Pacific project.

The key responsibilities of the role include:

Development, implementation and monitoring of the Communications strategy

- Development of a communications strategy.
- Implementation of the communications strategy.
- Monitoring the communications strategy.

Project Visibility

- Organisation of radio and/or TV interviews, press releases, and press conferences during Project events, and assisting LRD staff to participate in such activities.
- Prepare and coordinate the review and approval process of media alerts and media releases and disseminating them to media outlets in a timely manner.
- Design project collaterals that can be used to increase the visibility of the project including, but not limited to, stickers, brochures, videos, posters, clothing, and merchandise.

Event Planning

- Organise project events at national and regional level to share project achievements and lessons learned with government, civil society and development partner stakeholders.
- Ensure that project outputs and communication materials are communicated and shared during project events and public forums.
- Develop and implement communications plans to improve the visibility and project-related events such as training, capacity-building sessions, and workshops.

Collaboration and communications support with other LRD staff

- Provide support and advice to the LRD Communications staff on communications-related activities that contribute to other LRD work.
- Represent LRD projects at communications-related meetings when the Team Leader is required but not able to attend.

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

Key selection criteria

Qualifications

- A degree qualification in journalism or communications.

Technical expertise

- At least 6 years of communications-related experience.
- Proven experience in designing communications materials for a range of audiences.
- Experience in successfully working within a deadline-driven environment.
- Ability to translate text-heavy documents or information into user-friendly visual materials.
- Excellent computer skills across necessary applications including Adobe Creative Cloud applications.
- Relevant photography skills with a creative flair and an eye for detail.
- Experience working within the Pacific or with Pacific communities outside of the Pacific.

Language skills

- Excellent English communication skills (oral and written).

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment.

Salary, terms and conditions

Contract Duration – Until 31 December 2024.

Remuneration – The **Communications and Visibility Officer** is a band 8 position in SPC's 2024 salary scale, with a starting salary range of 2,044–2,555 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,091–7,614 (USD 2,719–3,398; EUR 2,534–3,167). 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: 3 March 2024 at 11:59pm (Fiji time)

Job Reference: JM000584

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 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. 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.
2. More development organisations now use creative and participatory ways to convey their messages to effectively engage stakeholders. List 3 ways you would communicate to meaningfully engage Land Resources Division stakeholders and the tools and skills you would bring to accomplish this?
3. Often scientific and technical concepts and project results are 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?