



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 Officer** within its Fisheries, Aquaculture and Marine Ecosystems 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 **Fisheries, Aquaculture and Marine Ecosystems (FAME) Division** is composed of two programmes: Coastal Fisheries and Aquaculture Programme (CFAP) and the Oceanic Fisheries Programme (OFP). The Director's Office provides divisional support and strategic direction across the programmes and cross-cutting projects. Working with all 22 Pacific Islands Countries and Territories (PICTs), FAME has strong partnerships with regional, subregional, and national entities working in the marine sector.

The Pacific-European Union Marine Partnership (PEUMP) programmes, Programme Management Unit (PMU) is responsible for overseeing the implementation of the PEUMP Programme across the seven components, the implementing partners, and the 15 Pacific-ACP countries. A core aspect of the PMU is programme reporting to the EU Delegation across all components, including financial reporting. This means that the PMU is responsible for coordinating with FFA, USP and SPREP the Programme's implementation and extensive reporting requirements.

The role – **Communications Officer** will lead the implementation, coordination, and collaboration of the PEUMP Communications Strategy, Communications Plan, Visibility Plan and supporting knowledge management across all seven components, the implementing partners and the 15 Pacific-ACP countries. The aim of the role is to raise the profile of the PEUMP programme using multiple outreach strategies and innovative approaches to reach key audiences. This includes the fostering of strong partnerships with the donors, EU and Sweden, and the beneficiary countries.

The key responsibilities of the role include:

Lead the strategic direction of all Programme communication

- Review and revise the PEUMP Communications and Visibility Strategy (when required) with implementing partners in line with participating countries and donor requirements.
- Implement review mechanisms, in collaboration with the MEL Specialist, to measure effectiveness and impact of the PEUMP Programme's Communications approach and incorporate findings into the Strategy (if required) and the Annual Communication Workplan.

Manage operational implementation of all communication activities

- Implement the Annual Communications Work Plan through the implementation of communication activities, processes, systems, and templates for use by the PEUMP Programme and distribution across implementation partners in line with corporate and donor branding requirements.
- Develop innovative, effective, consistent, relevant, appropriate and valid content for multiple communication tools (press, audio-visual) targeting the different PEUMP audiences at regional, country and community level.

Forge reliable and trusting inter-agency Partnerships and Relationships

- Facilitate trusting and constructive inter-agency collaboration and coordination through strong communication, knowledge relationships with stakeholders, participating countries, international donors (EU and Sweden), partner agencies (FFA, SPREP and USP) and the broader research, science and development community implementing agencies and partners.
- Support effective engagement with identified stakeholders through the establishment of a PEUMP specific stakeholder engagement database.

Support Information and Knowledge Management activities

- Support recording, storing and, particularly the sharing of relevant information, research and scientific data and published evidence from the PEUMP Programme with stakeholders, participating countries, international partner agencies and the broader research, science and development community.
- Manage the PEUMP website and integration with other knowledge management sites and other PEUMP partner sites, in line with programme, corporate and donor branding requirements.

Provide guidance and coordination including Communications capacity building for consistent and high-quality performance

- Drive the application of consistent communication plans, activities, processes, templates, products, media training of PEUMP teams, public speaking, and other relevant tools for stakeholders.
- Develop a media toolkit and guidelines for guiding the implementation partners and strengthening public relations for the PEUMP programme.
- Undertake training on communication approaches with PEUMP programme partners to strengthen communications across the programme.

PEUMP Programme PMU Administration

- Author Communications and Visibility reporting including input into the Annual report, across the seven components in a timely manner and to high-quality standards.
- Contribute where applicable to Programme, Divisional and Corporate publications, such as Fisheries Newsletters and PEUMP programme articles and reports.

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

Key selection criteria

Qualifications

- Post Graduate degree or equivalent experience in communications, media, journalism, or related discipline.

Technical expertise

- At least 7 years relevant experience in designing and implementing Communication and Visibility strategies, workplans and activities in large and complex programmes.
- Demonstrated experience in devising and steering effective communication and visibility implementation approaches, systems, tools and templates.
- Demonstrated leadership ability in effecting and maintaining strong stakeholder engagement and cross-organisational partnerships.
- Demonstrated experience in creating and publishing scientific and/or technical content including web-based, social and digital media; experience in establishing effective regional media network partnerships for programme messaging.
- Demonstrated writing skills to develop communication contents for press-releases and other short communication materials (i.e. factsheets, country project fiches, texts for digital media).
- Training and facilitation experience, with knowledge of the basic principles of training and education in communications.
- Demonstrated commitment to gender equality and human-rights based approaches.
- Willingness to travel across the Pacific, under at times challenging physical conditions.

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 July 2025 – subject to renewal depending on funding and performance.

Remuneration – The **Communications Officer** is a band 9 position in SPC's 2024 salary scale, with a starting salary range of 2,284–2,856 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,808–8,509 (USD 3,038–3,798; EUR 2,832–3,540). 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: 14th April 2024 at 11:59pm (Fiji time)

Job Reference: JM000601

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):

Briefly describe (400 words or less) your understanding of, and experience and demonstrated ability in:

1. Maintaining and implementing a communications strategy for a multi-million-dollar programme and/or project you have worked on. In particular, ensuring that branding and visibility requirements are followed, through regular trainings and feedback.
2. Using different approaches and media platforms including social media to communicate messages to different audiences including, amongst others, government officials and staff, private sector organisations and, members of the public such as in coastal fishing communities or similar. Regularly updating the website and monitoring and tracking communications outcomes of all implementing partners.
3. Developing and maintaining partnerships and collaborations to work towards common programme communication goals, while ensuring the objectives of the project/programme you are working on are fully met, in particular the donors' communications and visibility expectations and goals.