

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

*The Pacific Community (SPC) invites applications for the position of **Online Community Officer** within its Office of the Deputy Director-General (Operations and Integration). 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 **Online Community Officer** will design and implement a digital media strategy aimed at increasing awareness of Pacific development issues and SPC activities. They will play a key role in enhancing the organisation's credibility and brand image through social media tools and platforms, online communication systems, training and guidance.

The key responsibilities of the role include the following:

Develop, monitor and revise SPC Social Media Strategy

- Social media strategy is presented to the director on an annual basis, with quarterly reviews of audience and engagement trends, and annual recommendations

Producing, curating and editing SM content in line with SPC guidelines

- Social media content across all SPC platforms is consistent with branding and content guidelines and supports the organization key messages and objectives

Social Media Training

- A regular training session on social media is carried out annually. Individual training and guidance is provided throughout the year

'Voice of SPC' on SM platforms

- SPC social media platforms are responsive to audience messages and feedback

Content and layout manager for the SPC quarterly newsletter

- Quarterly SPC Corporate Newsletter is issued on time. Content is well coordinated, relevant and in line with Corporate Communication guidelines

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

Key selection criteria

Qualifications

- Bachelor degree in relevant communications area.

Technical expertise

- At least 6 years of professional experience in the Corporate Communication field, with a strong focus on online/social media communications, with at least 3 years in the Pacific region.

Language skills

- Professional working knowledge of English and French.

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.
- Strong understanding and appreciation of Pacific culture and ways of operating.

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 **Online Community Officer** is a band 8 position in SPC's 2022 salary scale, with a starting salary range of SDR (special drawing rights) 2,850-3,467 per month, which converts to approximately XPF 408,167-496,426 (USD 4,076-4,957; EUR 3,420-4,160). 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. 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: 13 November 2022 – 11:00 pm Noumea time

Job Reference: SH000191

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. Have you managed social media communications and campaigns for international organizations in the Pacific region? Please provide us with one example.
2. Please share your experience in social media monitoring and analysis.
3. Have you coordinated online newsletters? What are the keys factors to take into consideration?