

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

*The Pacific Community (SPC) invites applications for the position of **Director of Communications** within its Director-General Office. 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 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.

SPC and its secretariat shares the vision for our region adopted by Pacific Islands Forum Leaders under the Framework for Pacific Regionalism: Our Pacific vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy and productive lives. SPC's mission is to work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of the Pacific Islands' contexts and cultures.

SPC's headquarters are in Noumea, New Caledonia. Our other offices are the Fiji Regional Office in Suva, Fiji; the Micronesia Regional Office in Pohnpei, Federated States of Micronesia; the Melanesia Regional Office in Port Vila, Vanuatu; and a country office in Honiara, Solomon Islands.

The **Director of Communications** will manage Communications and Public Information, a team of media, audio-visual and online content management professionals, and as needed contractors, to oversee the strategic direction, consistency and impact of external and internal communications at the Pacific Community (SPC) to support the achievement of SPC's organisational objectives.

The key responsibilities of the role include the following:

Stakeholder Management & Relationship Building

- Initiate and maintain high-level contacts on communications matters and strategies with key donors and partners.
- Review and revise partnership agreements, prepare overviews on visibility performance.
- Supervise the creation and maintenance of networks of high-level communications contacts.
- With prior consultation with the Director General, conduct highly sensitive political liaison work in the region of responsibility; lead and supervise activities to promote and coordinate the communications and public information aspects of visits by the Director-General and SPC senior officials.
- Oversee the strategic communication planning for SPC participation in key global and regional events.
- Supervise the organization of meetings, seminars, etc. on substantive issues in the work region; lead international, regional or national meetings, supervising programmatic and/or substantive and organizational discussions with representatives of other institutions; represent SPC at international, regional or national meetings.

Strategic Direction

- Conceptualize, design and execute the SPC Corporate Communications Strategy, programme and activities in the work region.
- Develop a Strategic and Corporate Communications Unit Business and Action Plan.
- Prioritise and incorporate SPC's communication directions and stakeholder interests into long and short-term communication strategies and action plans.
- Plan, direct, lead, supervise and/or carry out the corporate communication work programme of the Pacific Community across its 27 Member States.
- Supervise and drive the development of high-profile multimedia communications campaigns as well as digital and social media content.
- Coordinate, strategize and ensure cohesion across the communications work carried out by the SPC Divisions and Regional Offices.
- Strengthen the Pacific Community brand.

Service Delivery

- Provide expert and timely communications advice to DG, DDGs and SLT on a broad range of issues.
- Set quality and production standards for information dissemination; approve the preparation of SPC communications materials; provide diverse materials, technical and policy advice on highly complex communications issues.
- Provide annual media/communications reports regarding highly complex conditions and public attitudes towards the SPC.
- Ensure that the policies, priorities and activities of SPC are conveyed accurately and promptly.
- Working closely with the Publications Office, ensure that the outputs produced by SPC maintain high-quality standards and comply with the relevant requirements and guidelines.
- Oversee and guide the work of divisional Communications Coordinators, ensuring consistency of messaging style and substance for products and activities and ensure staff are updated periodically on communication protocols.
- Provide leadership in crisis communications management.

Project Management and People Management

- Provide high level leadership and guidance to ensure the successful management and collaborative delivery of high quality communications services to a broad spectrum of stakeholders.
- Undertake or oversee the programmatic and/or administrative tasks necessary for the functioning of the Corporate Communications Office.
- Ensure appropriate tools and methods are in place and used to measure and evaluate programmatic impact with timely reports to Headquarters.
- Manage, guide, develop and train staff under supervision.

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

Key selection criteria

Qualifications

- A postgraduate degree (Master's degree or equivalent) in journalism, communications, public information, international relations or a related field is required.

Technical expertise

- A minimum of 15 years experience in corporate communication and/or communications for development, including at least 5 years at a senior international level, in public information, communications, journalism, international relations or related area.
- Experience in implementing strategic, multimedia communications campaigns, public speaking and working in and with traditional and digital media.
- Strong skills in resource administration, including budget preparation, recruitment and/or conflict management and resource mobilization.
- Experience supervising a large office, unit or section of at least 10 people within a regional or international organization is desirable.

Language skills

- Fluency in English.

Interpersonal skills and cultural awareness

- Demonstrated ability to work effectively within a diverse cultural and multi-disciplinary background.

Salary, terms and conditions

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

Remuneration – The **Director of Communications** is a Band 15 position in SPC's 2022 salary scale, with a starting salary range of 5,505–6,881 SDR (special drawing rights) per month, which currently converts to approximately FJD 16,239–20,299 (USD 7,872–9,840; EUR 6,606–8,257). 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: 6 November 2022 at 11:00pm (Fiji time)

Job Reference: SH000187

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. Using one example, could you please outline your experience in developing and implementing Corporate Communication Strategies for large cross cutting Organisation? What worked and what didn't work?
2. Please describe your experience in leadership in a diverse multi-cultural environment. What are the key aspects you took into consideration to ensure a highly integrated and collaborative approach between internal and external stakeholders?
3. Demonstrated experience in guiding, advising, and training senior executives, government representatives and/or other high-level officials on communication strategies, messaging and risk analysis, is required. Please explain how you meet this criterion using examples.