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**JOB DESCRIPTION**

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| **Job Title:** | Communications Assistant |
| **Division/Programme** **and Section/Project:** | Safe and Sustainable Drinking Water for Kiritimati Island Project, Disaster and Community Resilience Programme (DCRP), Geoscience Energy and Maritime (GEM) Division  |
| **Location**: | Kiritimati Island, Kiribati |
| **Reporting to:** | Project Coordinator, Safe and Sustainable Drinking Water for Kiritimati Island Project |
| **Number of Direct Reports:** | None |
| **Purpose of Role**: | To assist SPC in the design and implementation of communications, awareness, advocacy and visibility activities that support the outcomes of the European Union funded Safe and Sustainable Drinking Water for Kiritimati Island Project |
| **Date:** | July 2021 |

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| **Organizational Context and Organization Chart** |

The Pacific Community (SPC[[1]](#footnote-2)) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. We work for the wellbeing of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific island contexts and cultures.

SPC recently brought together its efforts in disaster risk reduction and water and sanitation, along with relevant climate change adaptation and natural resource management initiatives, into an integrated Disaster and Community Resilience Programme (DCRP[[2]](#footnote-3)). Part of SPC’s Geoscience, Energy and Maritime (GEM) Division, the DCRP was formed to better support our Member Countries achieve their sustainable development goals through evidence-based action and partnerships for resilience. By bringing these related areas together, the DCRP is focusing SPC efforts to support Member Countries to demonstrate strengthened resilience through integrated actions on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation. The DCRP delivers this work through a series of projects and programme funding, coming together through integrated programmatic delivery.

One such project is the *Safe and Sustainable Drinking Water for Kiritimati Island* project (also known as the *Kiritimati Island Water* *Project*). Funded by the European Union (EU), this EUR 6.2M project aims to support the Government of Kiribati (GoK) to increase access to safe and sustainable drinking water on Kiritimati Island by:

1. improving evidence-based management of water resources;
2. increasing access to safe and reliable drinking water supply; and
3. strengthening capacity to operate, maintain and manage safe, efficient and accountable water supply systems at the institutional, community and household levels.

The project has an implementation period ending in November 2024.

It is expected that the project will:

1. Improve the evidence-based management of water resources, through strengthened monitoring and assessment and the application of scientific knowledge to the sustainable management, optimal use and protection of all four of the island’s major groundwater reserves (noting that providing this protection is critical to the sustainability of human settlement on Kiritimati);
2. Increase access to safe and reliable drinking water supply, focusing on vulnerable groups and those without adequate access, and achieved through the design and construction of appropriate and resilient facilities targeting selected communities within the broader Tabwakea, Banana, New Banana, Main Camp, Bamboo and Poland areas to be agreed at the detailed design phase of the project; and
3. Strengthen capacity to operate, maintain and manage safe and efficient water supply systems at the institutional, community and household levels, achieved through targeted support to the implementation of the SWMP.

Through its implementation of the Project, SPC will contribute to enhancing the dialogue between EU and the Government of Kiribati (GoK), primarily through the Ministry of Line and Phoenix Islands Development (MLPID), building upon its long-standing partnership with GoK and relevant water expertise in the Gilbert group and Kiritimati. SPC will provide inputs and share best practices and lessons from other countries in the Pacific wherever appropriate. SPC will also work closely and collaboratively alongside UNICEF who will be simultaneously delivering the sanitation and hygiene components of the *EU-Kiribati Partnership for a sustainable and inclusive socio-economic development* in the Line Islands of Kiribati.

The overall supervision of the project will be the responsibility of the Deputy Director of DCRP under SPC’s GEM Division with the support of the Water Security and Governance Coordinator (WSGC). The Project Coordinator will lead a locally based Project Management Unit (PMU) and report to the WSGC within the DCRP. The position of Communications Assistant will be based in Kiritimati and report directly to the Project Coordinator.



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| **Key Result Areas (KRAs):** |

The position of Communications Assistant encompasses the following major functions or Key Result Areas (KRAs):

1. Support development, implementation and monitoring of the project’s Communications Strategy
2. Support increased awareness of Kiritimati Island communities on water management and conservation issues and responsibilities
3. Support to education programmes in Kiritimati Island schools
4. Develop effective communications and awareness approached and materials
5. Assist report preparation

***The performance requirements of the Key Result Areas are broadly described below***

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| **Jobholder is *accountable* for** | **Jobholder is *successful* when** |
| **KRA 1: Support development, implementation and monitoring of the project’s Communications Strategy (20%)** |
| * Being familiar with the project’s Communications and Visibility Plan and performing key activities with the available resources
* Promoting visibility of SPC and the European Union particularly in ensuring key stakeholders understand the scope, complexity and critical nature of the project
 | * The project’s Communications Strategy has been developed and aligned with the EU-approved Communications and Visibility Plan and SPC’s communications policies
* Letters, reports and other communications materials have been prepared for various stakeholders
* Spoken confidently at meetings and awareness activities
* Taken a lead role in organising World Water Day activities, plus other important water-related events
* Displayed a good understanding and commitment to the project strategy and objectives
* Best practice communications approaches have been utilised and monitoring of the success of communications actions is clear to ensure effective approaches applied
* The work has been integrated through the GEM Communications System and approval processes in line with SPC Brand approaches
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| **KRA 2: Support increased awareness of Kiritimati Island communities on water management and conservation issues and responsibilities (25%)** |
| * Supporting project awareness activities, particularly in engaging communities and other key local stakeholders to promote good water management practices to reduce wastage and leakage
* Assisting communities to understand their role and responsibilities in managing the reticulated water supply system
 | * A regular awareness programme with key stakeholders has been established and implemented (supported by project technical advisors)
* Represented the project and spoken confidently in public meetings
* Coordinated awareness meetings with the community and church groups
* Extracted key messages from technical reports for awareness
* Displayed a good understanding on how the reticulated water supply system works, and the responsibilities of households in system performance and sustainability, by communicating key messages/information (including tariff structures and payment obligations) in an effective and contextually appropriate manner to local stakeholders
* Ongoing support has been provided to foster and retain positive change in household behaviours regarding water conservation and compliance with payment structures
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| **KRA 3: Support education programmes in Kiritimati Island schools (20%)** |
| * Developing and implementing a regular programme at schools with the aim of educating students on water issues from the groundwater source to point of use consumption at the household/school.
* Delivering a weekly water education program with targeted schools
 | * Liaised with targeted schools and developed teaching materials on water
* Delivered a weekly teaching programme on water with targeted school students
* Coordinated implementation of other key deliverables and advocacy/awareness events at schools
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| **KRA 4: Develop effective communications and awareness approaches and materials (20%)** |
| * Developing awareness and communications materials as recommended in the Communication Strategy
* Translating materials into i-Kiribati for use by targeted stakeholders, particularly by simplifying technical information for better understanding by non-technical audiences
 | * Displayed improved visual media skills
* Supported the development of posters, brochures, radio announcements and other promotional materials
* Translated communications products into i-Kiribati
* Displayed an understanding of the target group and prepared contextually appropriate communications materials and approached
* Support project and SPC visibility activities
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| **KRA 5: Assist report preparation (15%)** |
| * Assisting the Project Coordinator in preparing relevant reports
* Providing input to other SPC and project reports as needed
 | * Input to reports has been undertaken in a timely and professional manner
* Provided input to the periodic SPC, EU and Project Steering Committee (PSC) meeting documents, presentations and reports
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The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

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| **Most Challenging Duties Typically Undertaken (Complexity):** |

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| * Supporting efforts to achieve and sustain understanding, compliance and retained behaviour change among the people of Kiritimati regarding water conservation and collective responsibilities to ensure safe and secure water supply (includes responsibility to pay water fees)
* Developing simple, effective and contextually appropriate communications materials geared toward specific target audiences (including donors, government, community leaders, women, men, girls, boys and people with a disability)
* Working independently at times when the PMU office is unstaffed, ensuring effective operations and communications when colleagues are on travel or in the field
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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| External |
| Key external contacts are:National Ministers/Secretaries of participating agencies, including the MLPID on Kiritimati Island and relevant Tarawa-based MinistriesOn-island MLPID staff and entities, includingWSD TeamPlanning and Management UnitCivil Engineering and Technical Services DivisionHousing DivisionRecipient communities on Kiritimati Island, including:Church leadersUnimwane/unaineWomen’s groupsYouth repsKiribati Urban Council (KUC)MayorClerkIsland CouncillorsIsland Development OfficerMinistry of Education (MoE) contactsIsland Education Coordinator (IEC)School contactsMinistry of Health and Medical Services (MHMS) contactsHealth OICMedical AssistantEnvironmental Health OfficerHealth Promotion OfficerOther development partners active in Kiribati, including UNICEF who are responsible for Components 3 and 4 of the overall ActionNon-Government Organisations active in community resilience and water securityPrivate sector actors, including contractorsMedia (on-island, national, regional and international)Consultants and firmsInternational organisations and CROP agenciesEU Delegation | Direct in-country liaison and coordinationArrange meetings and public announcementsProvision of technical expertise for awareness and preparation of resource materialsRunning events, workshops, training sessions and other communications-related activitiesCapturing human interest stories describing the impact of the work achieved through the projectAssist in public relations and consultations |
| **Internal**Key internal contacts are:Project CoordinatorDeputy Project CoordinatorProject Administrative AssistantOther key stakeholders who may be involved in implementationSPC Communications Team  | Daily communication with all project staff regarding any communications / awareness / advocacy interventions and associated support they may require |

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| Level of Delegation: |

Routine Expenditure Budget:none.

Budget Sign off Authority without requiring approval from direct supervisor: none.

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| **Personal Specification:** |

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

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| Essential: | Desirable: |
| * Diploma in communications-related field
 | * Bachelor’s in communications-related field
* Qualifications or experience encompassing a variety of disciplines related to developing and delivering communications/awareness materials and campaigns
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**Knowledge/Experience**

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| Essential: | Desirable: |
| * At least 2 years of experience in media, teaching or administration

orAt least 5-6 years of experience in media, teaching or administration if no diploma qualification * Good public speaking proficiency
* Experience with the development of awareness and communications products
* Excellent communication skills, including good written English and i-Kiribati, and ability to communicate effectively with a variety of stakeholders
* Experience with media liaison
* Familiarity with social media (e.g. Facebook, Instagram, Twitter)
 | * Ability to communicate with a diverse range of technical and non-technical audiences
* Visual media competency
* Workshop/training facilitation skills
* Ability to develop and deliver educational programs with communities and schools
* Behaviour change and habit formation campaign experience
* Sound report preparation skills
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**Key Skills /Attributes / Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | * Fluency in written and spoken English and i-Kiribati to communicate with local and international counterparts, contractors and stakeholders
* Strong computer skills, preferably with Microsoft Office Suite [Word, Excel, Outlook, Teams, and PowerPoint] and ability to use E-mail and the Internet
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| Advanced level | * Demonstrated ability to take initiative and work without supervision
* Ability to work as part of a small team, with a high level of interpersonal skills
* Flexible approach and demonstrated ability to meet deadlines
* Capability to develop and deliver effective and contextually appropriate communications products
* Effective public speaking
* Workshop facilitation
* Development and delivery of training materials and programmes
* Analytical and problem-solving skills
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| Working knowledge | * Visual media experience (ideally: graphic design, photography and basic videography)
* Familiarity with Kiribati National Agency structures and national counterpart programmes
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| Awareness | * SPC Regulations and Policies, including public relations and communications procedures
* EU policies and reporting requirements
* Understanding of issues related to water in Kiribati
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**Key Behaviours**

*All employees are measured against the following* ***Key Behaviours*** *as part of Performance Development:*

* + Change and Innovation
	+ Interpersonal Skills
	+ Teamwork
	+ Promotion of Equity and Equality
	+ Judgement
	+ Building Individual Capacity

**Personal Attributes**

* + High level of professional integrity and ethics
	+ Friendly demeanour
	+ Demonstrated high level commitment to customer service

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| **Change to Job Description:** |

From time-to-time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

1. <https://www.spc.int/> [↑](#footnote-ref-2)
2. <https://gem.spc.int/key-work/DCRP> [↑](#footnote-ref-3)