



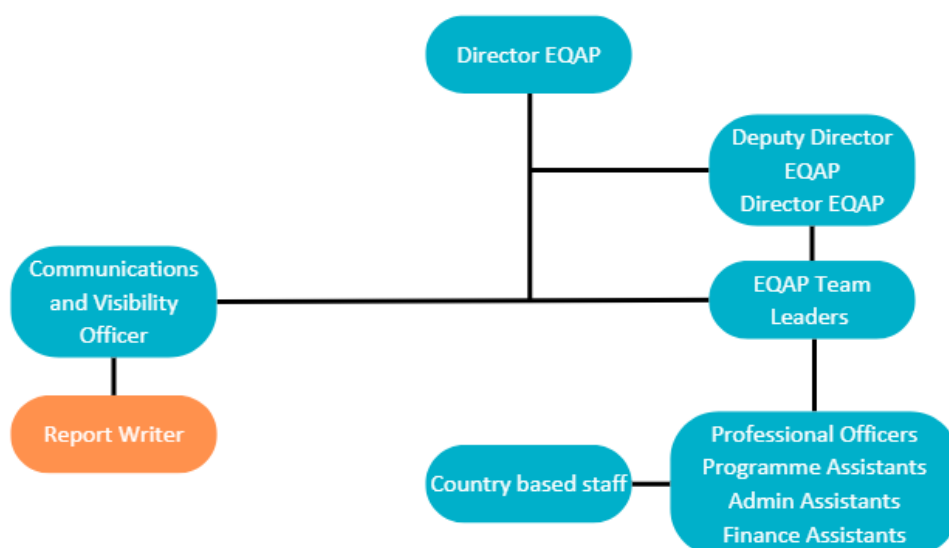
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Report Writer (Education)</b>
<b>Division/Programme and Section/Project (if any):</b>	Educational Quality and Assessment Programme
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Communications and Visibility Officer
<b>Number of Direct Reports:</b>	nil
<b>Purpose of Role:</b>	Carry out writing, communications and visibility activities to enhance and promote EQAP reputation and develop positive relationships with key stakeholders.
<b>Date:</b>	July 2024

### Organizational Context and Organization Chart

The Educational Quality and Assessment Programme (EQAP) leads The Pacific Community’s (SPC) efforts to improve the quality of education in Pacific Island countries and territories contributing to the achievement of SPC’s vision, mission and development goals, and PICT’s education goals. EQAP fulfils a unique and important role as a regional public good, supporting the quality of regional and national education in the Pacific. EQAP provides a dual role –supporting PICTs’ efforts to strengthen their education systems while also providing services for regional and national education systems when individual countries do not, and in some cases may never, have the necessary systems, processes and capabilities.

EQAP focuses on supporting the Pacific region and PICTs to achieve three key and inter-related education quality outcomes related to education policy, planning and management; the assessments of students, teachers and schools; and secondary and post-secondary qualifications. To meet SPC’s mission and needs of PICTs, EQAP also continuously strengthens its own knowledge and expertise, an essential ingredient to enable EQAP to fulfil its mandate and realise the three education quality outcomes.



## Key Result Areas (KRAs):

The position of **Report Writer** relates primarily to Key Result Area 4.1 for EQAP: *EQAP strengthens its engagement and collaboration with PICT education stakeholders* and specifically priority action 4.1.1: *EQAP communicates its role and activities to regional and international audiences.*

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

1. Report writing and content development (40%)
2. Project assistance (20%)
3. Staff training and awareness (10%)
4. Supporting EQAP's information and Knowledge management processes (10%)
5. Rapporteur assistance (5%)
6. Provide assistance to the Communications and Visibility Officer (15%)

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>KRA #1: Report writing and content development</b></p> <ul style="list-style-type: none"> <li>• Lead the drafting of EQAP's key reports, including but not limited to the Pacific Islands Literacy and Numeracy Assessment (PILNA) Reports, the Status of Pacific Education Report and the Pacific Assessment for Lower Secondary Reports to suit the required target group. This also includes revising and rewriting documents to accommodate the interests of different audiences</li> <li>• Editing of EQAP content and reports (print, digital, online) to improve clarity, consistency and accuracy, and ensure they meet the needs of target audiences</li> <li>• Working with authors to ensure text, including technical information, is worthy of publication, and meets corporate standards and policies, including the Publishing Policy</li> <li>• Assist in maintaining EQAP's integrity and public image, and the effectiveness of its work, through editorial due diligence for EQAP's and SPC's publications and publishing processes</li> </ul>	<ul style="list-style-type: none"> <li>• EQAP reports and texts are well written, well suited to target groups and meet EQAP and SPC processes and standards</li> <li>• EQAP fulfils author and programme goals, present accurate and verifiable information, are presented consistently with SPC's visual identity, editorial guide and other style requirements, and communicate that information to target audiences</li> <li>• EQAP reports and communications materials are uploaded to SPC's Digital Library containing proper tags and abstracts</li> </ul>
<p><b>KRA #2: Project Assistance</b></p> <ul style="list-style-type: none"> <li>• Assisting the coordinating and tracking of reports from conception to completion. This includes liaising with client areas and collaborating with programme's authors and other partners</li> <li>• Liaising with the SPC's Publications team</li> </ul>	<ul style="list-style-type: none"> <li>• Reports progress as planned and on schedule</li> <li>• Programme's authors/leads are kept informed of the status of their projects</li> <li>• SPC's Publications team are aware of all EQAP projects</li> </ul>

<ul style="list-style-type: none"> <li>Assisting in the completion stages of publishing projects, including printing, distribution and updating workflows</li> </ul>	<ul style="list-style-type: none"> <li>The completion stages of publishing projects, including upload to the Digital Library are assisted satisfactorily</li> <li>Effective liaison and coordination occur with the Translation Team and other areas to deliver bilingual products efficiently</li> </ul>
<p><b>KRA#3: Staff training and Awareness</b></p> <ul style="list-style-type: none"> <li>Providing professional and technical assistance to all EQAP teams on writing-related issues, including research, content structure, grammar, spelling, quality standards, formatting, style, choice of medium, audience development and distribution requirements</li> <li>Assisting the Communications Team Lead to develop training guidelines that can be used by EQAP staff to better comply with the Publishing processes</li> </ul>	<ul style="list-style-type: none"> <li>EQAP staff receive effective assistance in the reporting writing and publishing process</li> <li>EQAP staff developing reports and content are guided in relation to the writing and editing process as well as the SPC style guide</li> <li>Internal resource materials are well-written and accurate and reflect SPC style and policies.</li> </ul>
<p><b>KRA#4: Supporting EQAP's information and knowledge management processes</b></p> <ul style="list-style-type: none"> <li>Meeting corporate requirements for written content, including publishing policies and procedures, and information and knowledge management policies and procedures in relation to content development, formats, design, production, distribution and archiving of publications in digital and print formats.</li> </ul>	<ul style="list-style-type: none"> <li>All draft documentation and published documents are appropriately stored and are accessible and retrievable at any time for the EQAP team</li> </ul>
<p><b>KRA #5: Rapporteur assistance</b></p> <ul style="list-style-type: none"> <li>Assist in delivering rapporteur services for key EQAP meetings</li> </ul>	<ul style="list-style-type: none"> <li>The Communications team is assisted in delivering meeting papers, outcomes and reports accurately and on time</li> </ul>
<p><b>KRA #6: Provide assistance to the Communications and Visibility Officer</b></p> <ul style="list-style-type: none"> <li>Provide quarterly updates on the number of Knowledge products developed by EQAP. This includes information on the digital storage of the completed reports and status of ongoing reports</li> <li>Support in updating all the planners for ongoing projects</li> <li>Assist in working with graphic artists to improve the look and feel of EQAP reports</li> </ul>	<ul style="list-style-type: none"> <li>Updates are accurately captured and presented to the Communications Officer</li> <li>All EQAP Comms Knowledge products are reflected on the planner</li> <li>Activities assigned by the Communications Officer is completed before the deadline.</li> </ul>

<ul style="list-style-type: none"> <li>• Provide any ad-hoc support requested by the Communications Officer</li> </ul>	
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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.

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

<ul style="list-style-type: none"> <li>• Exercising judgment</li> <li>• Assisting staff with report writing</li> <li>• Building relationships</li> <li>• Assisting the implementation of procedures and processes</li> <li>• Assisting the project management of reports for publication, including assisting in coordinating inputs from multiple EQAP staff members</li> <li>• Supporting SPC’s information, publishing and knowledge management processes</li> <li>• Providing assistance to staff in the application of SPC policies and procedures</li> <li>• Applying international writing standards and practices</li> <li>• Very good standard of content development, report writing and editing skills</li> <li>• Sensitive and considerate approach to interacting with authors and stakeholders</li> <li>• Good understanding of principles of good, clear communication</li> </ul>
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**Functional Relationships & Relationship Skills:**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<p>External Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Consultants</li> <li>• Freelance editors and graphic artists</li> <li>• Freelance printers/print service providers</li> </ul>	<ul style="list-style-type: none"> <li>• Alerting media to upcoming reporting opportunities and support in distributing releases and other media material.</li> <li>• Coordinating with partners on joint campaigns and events.</li> <li>• Coordinating with national media officials on campaigns and events.</li> </ul>
<p>Internal Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• EQAP Director</li> <li>• EQAP Deputy Director</li> <li>• EQAP Management Team</li> <li>• EQAP Communications and Visibility Officer</li> <li>• Corporate Services team</li> <li>• EQAP Admin Team</li> <li>• EQAP ICT team</li> <li>• EQAP Project team leaders</li> <li>• SPC Publishing team</li> <li>• SPC Communications team</li> </ul>	<ul style="list-style-type: none"> <li>• Communication on document production and writing and editing issues</li> <li>• Responding to requests for publishing services</li> <li>• Liaison with freelance editors</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: *nil*

Budget Sign off Authority without requiring approval from direct supervisor: *nil*

### Personal Specification:

#### Qualifications

Essential:	Desirable:
An undergraduate university degree in education, English, journalism, media, communications, publishing or international development	<ul style="list-style-type: none"><li>• A postgraduate degree in education, journalism, media, communications or publishing</li><li>• Experience working in an education setting</li></ul>

#### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"><li>• At least five years' experience writing, reporting and communicating complex programmatic information in reader-friendly formats and styles for a range of different ages</li><li>• Demonstrable experience copy-editing and proofreading different types of texts, including social media, press releases, articles etc.</li><li>• Strong ability to use MS Word, PowerPoint and Excel effectively</li><li>• Strong interpersonal and communication skills</li><li>• Expert command of English (written and spoken)</li><li>• Ability to work as part of a team and to assist team members' contributions</li><li>• Very good organisational and time management skills</li><li>• Ability to work well under pressure and meet tight deadlines</li><li>• Proven ability to plan, execute, collaborate and work independently</li><li>• Ability to multitask and work across multiple projects at the same time</li><li>• Ability to communicate sensitively and constructively with authors with differing levels of skill in the English language</li></ul>	<ul style="list-style-type: none"><li>• Demonstrable experience drafting and compiling meeting outcomes for high-level events</li><li>• Experience writing on education-related topics in a development context</li><li>• Knowledge of Pacific Island cultures and languages</li><li>• Experience in writing and publishing content online</li><li>• Experience using Canva and/or Adobe Suite</li></ul>

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

Expert level	<ul style="list-style-type: none"> <li>• Report writing</li> <li>• Communicating complex technical information</li> <li>• English language skills</li> <li>• Editing and proofreading skills</li> <li>• Communication skills, written and oral</li> <li>• MS Office, Excel and PowerPoint</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Organisational skills</li> <li>• Administrative skills</li> <li>• Analytical skills</li> <li>• Rapporteurship</li> <li>• Time management</li> </ul>
Working knowledge	SPC's publishing and knowledge management policies
Awareness	<ul style="list-style-type: none"> <li>• Cultural awareness in a Pacific context</li> </ul>

### 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

- Good planning and organisation skills
- Result oriented
- Honesty
- Good sense of commitment and responsibility
- Customer focus
- Working experience in dealing with customers of different background and culture

### 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.