



JOB DESCRIPTION

Job Title:	Communications and Engagement Assistant
Division/Programme and Section/Project:	Kiritimati Island Water and Energy Projects, Disaster and Community Resilience Programme (DCRP), Geoscience Energy and Maritime (GEM) Division
Location:	Kiritimati Island, Kiribati
Reporting to:	Project Coordinator, Kiritimati Island Water and Energy Projects
Number of Direct Reports:	None
Purpose of Role:	To support and co-lead the effective delivery communications, awareness, advocacy, visibility and gender equality, disability and social inclusion (GEDSI) activities that support the outcomes of the Kiritimati Island Water and Energy Projects
Date:	July 2024

Organizational context and organization chart

The Pacific Community (SPC) 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 27 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. (<https://www.spc.int/>).

SPC's Disaster and Community Resilience Programme (DCRP), part of the Geoscience, Energy and Maritime (GEM) Division, was formed to better support our Member Countries achieve their sustainable development goals through evidence-based action and partnerships for resilience. The DCRP delivers this work through a series of projects and programme funding, coming together through integrated programmatic delivery (<https://gem.spc.int/key-work/DCRP>).

One such project is the Kiritimati Island Water Project. Funded by the European Union (EU; EUR 6.2M) and New Zealand Government (MFAT; NZD 2M), this project commenced in July 2020 and aims to support the Government of Kiribati (GoK) to increase access to safe and sustainable drinking water on Kiritimati Island by:

- Improving evidence-based management of water resources
- Increasing access to safe and reliable drinking water supply
- Strengthening capacity to operate, maintain and manage safe and efficient water supply systems.

The project has an implementation period ending November 2026 (pending approval). An additional NZD 2.5M of New Zealand Government water security funding was also secured in June 2024 to increase water supply resilience on Kiritimati Island with an implementation period through to mid-2027.

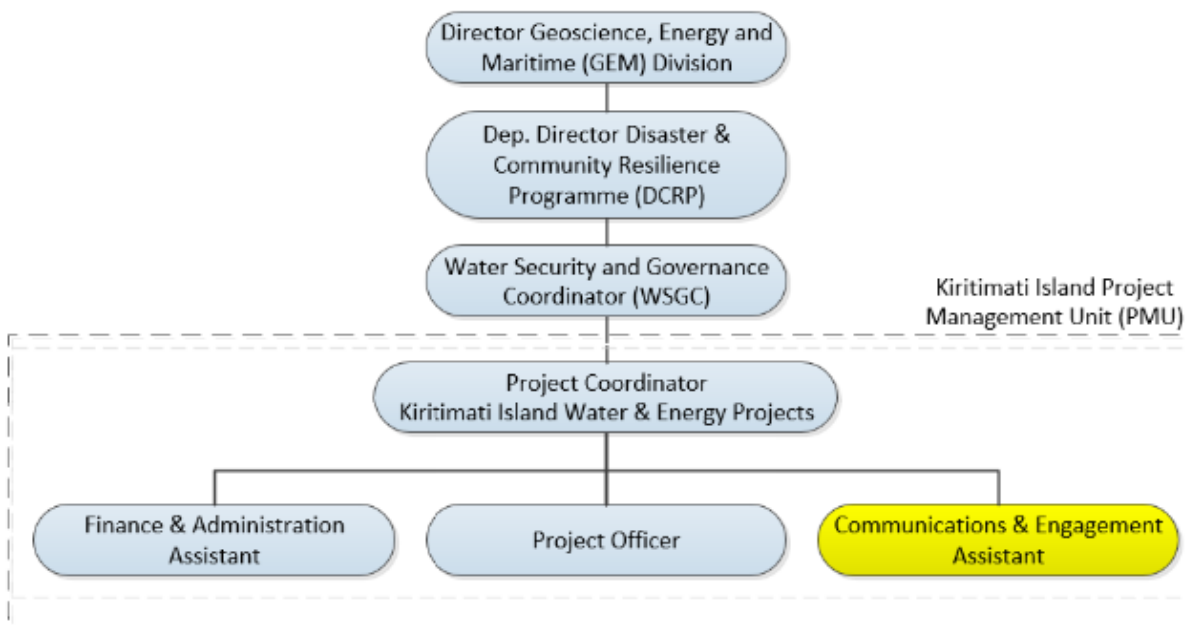
Another project, the AUD 2,932,500 Electrification of Kiribati’s Line Islands Powered through Solar Energy project (EKLIPSE; aka the Line Islands Energy Project) funded by Government of Australia (GoA; DFAT), commenced in June 2024 and has a three-year implementation period through to June 2027. The project targets improvements to Kiritimati Island’s electrification infrastructure, capacity, efficiency and access across four key result areas (KRAs), namely:

- Supply capacity, reliability, efficiency and affordability
- Demand side management, efficiency and behaviours
- Capacity of public electricity service utility people and processes
- Access to electricity, both on- and off-grid.

The above projects will require dedicated support from SPC’s Communications Assistant on Kiritimati.

Through the implementation of these projects, SPC contribute to enhanced dialogue between EU, MFAT, DFAT 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 and energy expertise in Kiribati. SPC also provide inputs and share best practices and lessons from other countries in the Pacific wherever appropriate.

The overall supervision of the Kiritimati PMU is the responsibility of the Deputy Director of DCRP under SPC’s GEM Division with the support of the Water Security and Governance Coordinator (WSGC). Additional support will be provided by GEM’s Georesources and Energy Programme (GEP) for the energy project. SPC’s Project Coordinator leads a locally based Project Management Unit (PMU) and reports to the WSGC within the DCRP. The PMU comprises a Project Officer, Communications Assistant and Finance and Administration Assistant. The position of Communications Assistant will report directly to the Project Coordinator.



Key Result Areas (KRAs):

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

1. Coordinate education and awareness initiatives with Kiritimati Island schools and communities on water and energy management
2. Develop effective communications and awareness messages, approaches and materials
3. Support compliant delivery of SPC, donor and GoK communications and visibility requirements

4. Support knowledge sharing efforts via multimedia documentation of project activities, lessons learned and best practices.

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

Jobholder is <i>accountable</i> for...	Jobholder is <i>successful</i> when...
KRA 1: Coordinate education and awareness initiatives with Kiritimati Island schools and communities on water and energy management (25%)	
<ul style="list-style-type: none"> • Working closely with local counterparts (especially MLPID and UNICEF) to collaboratively support project awareness activities encouraging communities, schools and other key local stakeholders to practice and promote good water and energy management behaviours • Ensuring island residents understand their roles and responsibilities in water and power conservation • Developing, implementing and continually improving school WASH and energy education initiatives • Collecting and consolidating feedback from project beneficiaries and local-level decision makers to assist the Project Coordinator to better allocate project resources • Supporting development, implementation and monitoring of GEDSI-WASH and GEDSI-Energy analyses and action plans 	<ul style="list-style-type: none"> • A regular awareness and education programme with key stakeholders has been established, implemented and monitored with regard to impact and change • Coordinated awareness and education meetings with community, school and church groups • Displayed a good understanding on how the power and water supply systems work, 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 and energy conservation and compliance with payment requirements • Liaised with targeted schools and developed/adapted teaching materials on water and energy • Taken an active role in collaboratively organising WASH and Energy celebration activities (e.g. World Water Day) with schools and communities • GEDSI-WASH/Energy action plans are suitably informed and supported for effective and sustainable implementation
KRA 2: Develop effective communications and awareness messages, approaches and materials (25%)	
<ul style="list-style-type: none"> • Proactive professional development in multimedia skills • Developing appropriate awareness and communications materials using various forms of media • Supporting development of key messages and translating into appropriate communications medium • Translating materials into i-Kiribati for use by targeted stakeholders, particularly by simplifying technical information for better understanding by non-technical audiences • Supporting the Project Coordinator with procurement of communications materials • Seeking to maximise impact of communications initiatives by identifying appropriate mediums (e.g. social media or radio), products (e.g. short videos or posters) and delivery methods (i.e. timing, frequency, duration, etc.) 	<ul style="list-style-type: none"> • Displayed improved portfolio of multimedia skills and capabilities • Developed posters, brochures, stickers, banners, radio announcements and other promotional materials • Correctly translated communications products into contextually appropriate i-Kiribati • Displayed an understanding of the target group and prepared contextually appropriate communications materials and approaches • Communications inputs (designs, specifications, etc.) for procurement of communications materials have been provided in a timely, quality and professional manner to expedite production and delivery • Feedback from target audiences (on impact of communications efforts) is obtained and improvements made accordingly

KRA 3: Support compliant delivery of SPC, donor and GoK communications and visibility requirements (25%)	
<ul style="list-style-type: none"> • Being familiar and compliant with the project, SPC, donor and GoK communications and visibility protocol and requirements • Promoting visibility of SPC, donors and GoK, particularly in ensuring key stakeholders understand the scope, complexity and critical nature of the projects • Liaising directly with appropriate communications focal points (internal and external) to seek feedback and approval for development/publication of communications products 	<ul style="list-style-type: none"> • Communications products and delivery are compliant with project, SPC, donor and GoK requirements and plans • Inputs provided (formatting, images, overview of communications activities, etc.) for preparation of letters, reports and other communications materials for various stakeholders • Displayed a good understanding and commitment to project rationale and objectives • Best practice communications approaches have been utilised and monitoring of the impact of communications actions is clear • The work has been integrated through the GEM Communications System
KRA 4: Support knowledge sharing efforts via multimedia documentation of project activities, lessons learned and best practices (25%)	
<ul style="list-style-type: none"> • Assisting with data and information collection, analysis and representation from the people of Kiritimati on water and energy issues, needs and practices • Collecting a repository of quality content (photos, videos, quotes, data, etc.) that can be applied to a variety of knowledge sharing products and reports • Engaging closely with SPC GEM Communications Team to share, synergise and streamline efforts • Assisting the Project Coordinator in preparing relevant reports • Providing input to other SPC knowledge sharing efforts as needed 	<ul style="list-style-type: none"> • Quality and professional knowledge sharing products (feature articles, human interest stories, blog posts, social media posts, brief videos, infographics, etc.) have been collaboratively developed to effectively communicate project activities, lessons learned and best practices • Project impacts on vulnerable groups are appropriately captured and shared • Positive feedback is received from GEM Communications counterparts regarding support, initiative and performance • Input to knowledge sharing products has been undertaken in a timely and professional manner • Provided input to project governance meeting organisation, facilitation, documents, presentations and minutes

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):

- Supporting efforts to achieve and sustain understanding, compliance and retained behaviour change among the people of Kiritimati regarding water conservation and energy usage, and collective responsibilities to ensure safe and secure water and energy supply (includes responsibility to pay water and electricity fees)
- Combining water and energy conservation communications activities whilst complying with various donor and organisational requirements
- Developing effective and contextually appropriate communications materials, through a variety of multi-media approaches, geared toward specific target audiences (including donors, government, community leaders, women, men, girls, boys and people with a disability)
- Supporting development and delivery of contextually appropriate GEDSI-WASH and GEDSI-Energy action plans to ensure vulnerable groups are adequately engaged and supported

Functional relationships & relationship skills:

Key internal and/or external contacts	Nature of the contact most typical
External	
<p>Key external contacts are:</p> <ul style="list-style-type: none"> • Donor communications focal points • UNICEF team on Kiritimati • GoK staff and entities <ul style="list-style-type: none"> • MLPID <ul style="list-style-type: none"> ○ Water and Sanitation Division ○ Electrical and Power Divisions • Ministry of Education (MoE) <ul style="list-style-type: none"> ○ Island Education Coordinator (IEC) ○ School principals, teachers and students • Kiribati Urban Council (KUC – MIA) <ul style="list-style-type: none"> ○ Mayor ○ Clerk ○ Island Councillors ○ Island Development Officer • Ministry of Health and Medical Services (MHMS) contacts <ul style="list-style-type: none"> ○ Health OIC ○ Medical Assistant ○ Environmental Health Officer ○ Health Promotion Officer • Community groups and representatives <ul style="list-style-type: none"> ○ Churches ○ Unimwane/unaine ○ Women’s groups (Nei Baneawa/Itoiningaina) ○ Youth groups • Private sector actors, including contractors and consultants • Media (on-island, national, regional and international) 	<ul style="list-style-type: none"> • Vetting of communications materials before production/publication • On-island liaison and coordination • Arrange meetings and public announcements • Provision of technical knowledge for awareness and preparation of resource materials • Running events, workshops, training sessions and other communications-related activities • Capturing human interest stories • Obtaining beneficiary feedback and guidance • Assist in public relations and consultations
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Kiritimati PMU <ul style="list-style-type: none"> ○ Project Coordinator ○ Project Officer ○ Project Finance & Admin Assistant • SPC DCRP and GEP Teams • SPC GEM Communications Team 	<ul style="list-style-type: none"> • Daily communication with all project staff

Level of Delegation:

Routine Expenditure Budget: none.

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

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

Essential:	Desirable:
<ul style="list-style-type: none"> Undergraduate degree in journalism, media, information or knowledge management or communications, or a related discipline 	<ul style="list-style-type: none"> Bachelor's in communications-related field Qualifications or experience encompassing a variety of disciplines related to developing and delivering communications/awareness materials and campaigns

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 4 years of experience in media, teaching or administration 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 	<ul style="list-style-type: none"> Ability to communicate with a diverse range of technical and non-technical audiences Multimedia 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 Digital survey tools (e.g. Kobo), data collection, analysis and representation Familiarity with social media (e.g. Facebook, Instagram, Twitter)

Key Skills /Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> Demonstrated ability to take initiative and work without supervision 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
Advanced level	<ul style="list-style-type: none"> Capability to develop and deliver effective and contextually appropriate communications and knowledge sharing products Development and delivery of training materials and programmes Ability to work as part of a small team, with a high level of interpersonal skills Flexible approach and demonstrated ability to meet deadlines Visual media experience, ideally: graphic design, photography and videography Understanding of GEDSI principles and ability to effectively support vulnerable groups Effective public speaking
Working knowledge	<ul style="list-style-type: none"> Workshop facilitation Analytical and problem-solving skills Donor policies and communications/branding requirements
Awareness	<ul style="list-style-type: none"> SPC Regulations and Policies, including public relations and communications procedures Understanding of issues related to water and power in Kiribati

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| | <ul style="list-style-type: none">• Familiarity with community and GoK structures and programmes |
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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

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.