



JOB DESCRIPTION

Job Title:	Communications Advisor – Pacific Humanitarian Warehousing Programme
Division/Programme and Section/Project:	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
Location:	Suva, Fiji
Reporting to:	Programme Manager – Pacific Humanitarian Warehousing Programme
Number of Direct Reports:	1
Purpose of Role:	Reporting to the Programme Manager – Pacific Humanitarian Warehousing Programme, the Advisor is responsible for developing and implementing the PHWP communication, brand and stakeholder engagement strategies to amplify the results and strategic engagement efforts of SPC and the PHWP.
Date:	January 2024

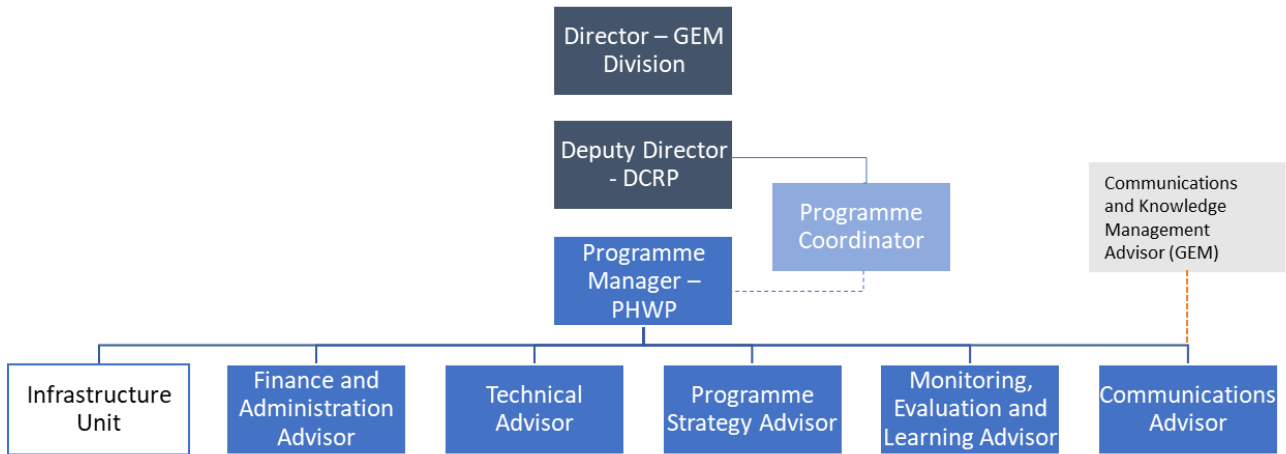
Organisational Context and Organisation Chart

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 26 country and territory members. In pursuit of sustainable development to benefit the Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The SPC GEM Division is one of SPC's largest scientific and technical divisions, with a large staff complement. GEM is dispersed across two SPC campuses in Suva, Fiji. SPC GEM's strength lies in more than 50 years of expertise in the provision of critical data, applied science and technical expertise in seven core thematic areas of focus: disaster and climate risk management; earth and ocean observation; maritime transport services; ocean services and management; sustainable energy security; sustainable geo resources and geo surveys; and water security. The SPC GEM division implements several significant projects and programmes across four main programme areas: the Disaster and Community Resilience Programme (DCRP), Oceans and Maritime Programme (OMP), Georesources and Energy Programme (GEP), and Earth and Ocean Observation Services (EOO).

This position falls under the DCRP, the largest technical pillar of the SPC GEM Division. DCRP focuses on innovative applied science and technical action that helps Pacific Island Countries and territories (PICTs) respond to current and emerging priorities in disaster and climate risk management and water security. The Programme leads SPC's work in operationalizing the Framework for Resilient Development in the Pacific (FRDP) by providing coordinated technical support to SPC's members based on national and regional priorities.

The Pacific Humanitarian Warehousing Program (PHWP) is a multi-donor, multi-country investment. Over eight years, Pacific and Timor-Leste governments and humanitarian partners will be supported by Australia and other development partners to provide disaster relief supplies to affected populations. This will be done by establishing or enhancing warehouses that are stocked with appropriate, approved supplies, located for optimal accessibility and distribution, and have functional management agreements in place that can promote rapid turn-around in a humanitarian emergency.



Key Result Areas (KRAs):

The Communications Advisor is responsible for strategically managing and coordinating communication efforts to enhance the visibility of the PHWP. This role involves designing and implementing a comprehensive communication strategy, engaging with various stakeholders, and leveraging different communication channels to effectively convey the goal and objectives of the PHWP. The Advisor will collaborate with SPC’s Communications Department and the GEM Division’s Communications and Knowledge Management Advisor to align communication efforts with Divisional and organizational goals.

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 Strategy Development and Implementation – 40%</p> <p>Develop, implement and oversee a PHWP Communications Strategy aligned with programme, donor and organisational objectives and priorities.</p>	<p>A PHWP communications strategy is designed that is evidenced to:</p> <ul style="list-style-type: none"> • builds trust and offers a pathway for supporting the achievement of the Programme objectives through strategic communications initiatives. • is aligned with the broader SPC and GEM Division Communications strategies, ensuring a consistent approach to communications and stakeholder engagement. • Includes clear and compelling messages, a selection of contextually and culturally appropriate communication channels, and ensures consistency of messaging.
<p>KRA#2 Content creation and management – 30%</p> <p>Compelling and impactful content is created including press releases, articles, speeches, reports, and other communication materials for both internal and external audiences.</p>	<ul style="list-style-type: none"> • The Advisor develops high-quality, culturally appropriate content for communication products (newsletters, articles, and social media posts,) working with internal stakeholders and development partners (i.e., DFAT etc.), for quality assurance and dissemination support.

	<ul style="list-style-type: none"> • Content is in line with SPC approved branding and approved through appropriate channels. Reporting data is also provided to Team Leader GEM Communications and Knowledge Management in a timely manner. • All communications content is consistent with SPC's and development partners branding and messaging, and the PHWP CSES strategy. • Works closely with the MEL Advisor to inform the development and amplification of evidence and results in a way that supports effective transmission and uptake.
<p>KRA#3 Stakeholder Engagement – 20%</p> <p>Collaborate with internal and external stakeholders to facilitate effective communication and partnerships.</p>	<ul style="list-style-type: none"> • The Programme Manager is well supported with timely, quality advice on appropriate stakeholder engagement tools, methods, and channels. • PHWP engagement approaches, tools, products, and channels align with SPC standards. • Programme results, evidence, and learnings are disseminated using a variety of channels to meet the communications needs of different stakeholder groups. • The impact of PHWP's stakeholder engagement efforts is monitored, and evidence-based recommendations are provided on ways to enhancing its overall effectiveness. • Organizes seminars, lectures, forums, conferences, or other events relating to the PHWP.
<p>KRA#4 Management and Leadership – 10%</p> <p>Contribute to a team environment that is high-performing, respectful and committed to continuous learning; lead by example.</p>	<p>Guidance, mentorship, and support is provided to communication staff, fostering a collaborative and high-performing team environment.</p>

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):

This is a new program with a complex, diverse, and large stakeholder group. To this end the key challenges include:

- The establishment of relationships and rapport with senior program participants from across 15 countries within the region, as well as senior leaders across civil society, government, and regional organisations.
- Ensuring strategic communications coherence across these diverse voices and interests during the design and implementation phases.
- Providing whole-of-program strategic communications services over a program in which SPC only directly manages one component.
- This is a multi-donor program; a core challenge will be working with a diverse array of donors to ensure their contribution is amplified through, on occasion, bespoke brand management.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External Key external contacts are:</p> <ul style="list-style-type: none"> • DFAT and other contributing governments government’s (i.e., New Zealand, United States). • National NDMO Directors • DRM Regional Partners • Regional multilaterals (UN, PIF’s, CROP agencies, Red Cross Movement) • National civil society groups including Disabled Persons Organizations. • International, regional and local media outlets • Service providers 	<ul style="list-style-type: none"> • Event management of the Programme Governance Committee, and other key governance meetings and special events. • Coordination of stakeholder engagement meetings. • Reporting, liaising, facilitating, and coordination of other programme activities. • Content collection and quality assurance activities.
<p>Internal Key internal contacts are:</p> <ul style="list-style-type: none"> • Director – GEM Division • Deputy Director – Disaster and Community Resilience Programme • PHWP Programme Manager and team. • SPC Corporate Communications • Other divisional communications officers as appropriate 	<p>Regular consultation, meetings, oversight, and liaison, information sharing.</p>

Level of Delegation:

Routine Expenditure Budget: *To be determined based on requirements outlined in Communications Strategy.*

Budget Sign off Authority without requiring approval from direct supervisor: 0

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"> • Postgraduate degree in a relevant area including journalism, communications, marketing, international relations, political science, or related field. 	<ul style="list-style-type: none"> • Master's degree in a relevant area including journalism, communications, marketing, international relations, political science, or related field.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 7-8 years of relevant experience at the regional or international level in public relations, public information, communications, stakeholder engagement or advocacy for donor-funded projects or programmes. • Broad understanding of the development context, as well as the challenges and opportunities that frame programme implementation within the Pacific. • Demonstrated experience in establishing effective communications and engagement strategies and content production plans aligned with programme / business plans and priorities. • A collaborative and open communication style with strong interpersonal and influencing capabilities to build relationships across different stakeholder groups. • Excellent written and verbal communication skills, including an ability to effectively communicate complex information to technical and non-technical audience. • Experience working autonomously to deliver a variety of communications materials, including briefs, PowerPoint presentations, social media posts and donor reports. • Proficiency in digital communication tools and social media platforms. • Demonstrated ability to work effectively in a team-based environment and supervise junior staff and consultants. • Experience in successfully working within a deadline-driven environment. • Fully functional computer skills across an array of Microsoft applications including Excel, Word, Outlook and PowerPoint. 	<ul style="list-style-type: none"> • Experience working on MFAT, DFAT, USAID, FCDO or other large donor-funded projects. • Understanding and familiarity with disaster preparedness and response frameworks within the Pacific. • Awareness of the environmental and climate challenges facing Pacific Island countries. • Exposure to one or more of the following areas: disability inclusion, gender equality, social inclusion, localization, green humanitarian action.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	Communications analysis, strategy development, coordination of strategy implementation at both national and regional levels, audience analysis, message development, monitoring and evaluation.
Advanced level	Networking and advocacy strategies; media engagement, training, relations, and strategy; editing and writing; developing awareness raising campaigns; high level advocacy; skills in developing newsletter articles, compelling stories and promotional material; capacity building.
Working knowledge	Pacific political and social structures, processes and culture; video production (scriptwriting, directing, editing); website development and management; graphic design and layout; photography production; radio production;
Awareness	Intergovernmental agencies, NGO and civil society organisations.

Key Behaviors

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 demeanor

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.