



## JOB DESCRIPTION

<b>Job Title</b>	<b>Communications Assistant</b>
<b>Division</b>	Human Rights and Social Development (HRSD) Division
<b>Location</b>	Suva, Fiji
<b>Line/Hiring Manager</b>	Communications Adviser, Pacific Women Lead at SPC - HRSD
<b>Direct Reports</b>	0
<b>Purpose of the role</b>	The Communications Assistant for the Pacific Women Lead at SPC programme, within HRSD, will support communications activities within the communications plan by providing media, event and other communications support.
<b>Date</b>	March 2023

### 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 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Human Rights and Social Development (HRSD) Division** has a vision for just, equitable and resilient Pacific societies. It aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles. In line with its vision, the work of the Division encompasses the following objectives:

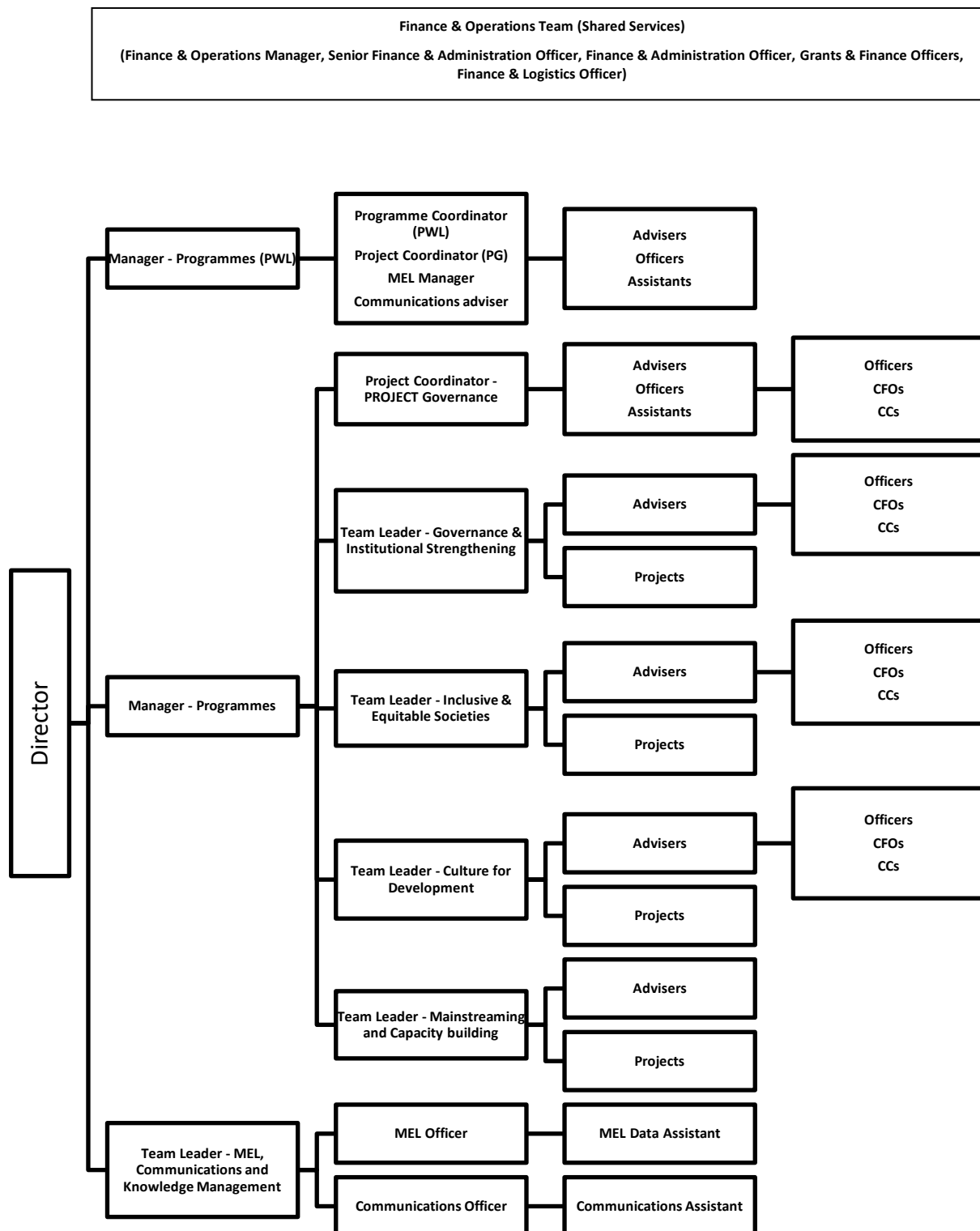
- Objective 1: Governance for human rights and social development: Strengthen inclusive, transparent and active governance for human rights and social development.
- Objective 2: Gender equality and social inclusion: Mobilise, empower and build conditions for gender equality, equity and social inclusion in society and development.
- Objective 3: Culture: Promote, preserve and protect positive expressions of culture.
- Objective 4: Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

As the key implementing partner for the Pacific Women Lead portfolio, SPC leads the **Pacific Women Lead (PWL) at SPC programme (PWL at SPC)**, located within SPC's HRSD Division. It receives more than AUD 55 million under the Australian Government's AUD 170 million PWL portfolio. PWL at SPC has funding for five years from 2021-2026.

The PWL at SPC programme goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. There are three outcomes: (1) Women's leadership promoted; (2) Women's rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts. Joining PWL at SPC, other central partners include PWL Enabling Services (PWLES); AIR (Amplify – Invest – Reach) partnership of women's funds, civil society organisations and coalitions; and the Australian Government's direct relationships with development partners for regional programmes, such as the United Nations (UN).

A core principle is that Pacific women will lead the programme, define the problems, create solutions, and drive strategy through a Governance Board, with strong and diverse membership from across the region. The programme also recognises that success will depend on ensuring that all activities and actions are grounded in Pacific values and principles, and people centred approaches that reinforce values of gender equality with consideration of the diversity of women and girls.

## Organigram for HRSD, including PWL



## Key Result Areas (KRAs):

**KRA#1:** Provides technical assistance and support for all communications activities, for a wide range of stakeholders and audiences including the community, PWL partners and government agencies. (40%)

**KRA#2:** Provides logistical support and coordination for communication activities such as press releases, radio and/or TV interviews and press conferences during events. (30%)

**KRA#3:** Provides support and coordination assistance for events. (30%)

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

Jobholder is accountable for:	Jobholder is successful when
<b>KRA#1: Provides technical assistance and support for all communications activities, for a wide range of stakeholders and audiences including the community, PWL partners and government agencies.</b> <ul style="list-style-type: none"> <li>Assists in the preparation of communication plans.</li> <li>Provides photography support for programme activities and manages a photo library.</li> <li>Assists with development with regular newsletters and publications.</li> <li>Assists with arranging internal staff briefings.</li> </ul>	<ul style="list-style-type: none"> <li>Work is completed within the PWL at SPC programme communication plan.</li> <li>Communications are appropriately targeted to the audience and deliver high quality information.</li> <li>PWL is well promoted across the Pacific region and PWL partners receive the communication support they need.</li> <li>Deadlines and timeframes are met.</li> <li>Media networks are used to publicise and promote PWL activities and achievements.</li> </ul>
<b>KRA#2: Provides logistical support and coordination for communication activities such as press releases, radio and/or TV interviews and press conferences during events.</b> <ul style="list-style-type: none"> <li>Provides assistance with drafting media alerts and releases.</li> <li>Provides supports for website and social media management.</li> <li>Contributes to content for websites.</li> <li>Assists with social media training and support to staff.</li> <li>Provides support in maintaining a media log of published articles, interviews and PWL mentions.</li> </ul>	<ul style="list-style-type: none"> <li>Media deadlines are met.</li> <li>PWL at SPC programme is well promoted and achieves high visibility across the Pacific region and PWL partners.</li> <li>All communications and collateral are to a consistently high standard and completed in a timely manner.</li> <li>Communication materials can be understood by communities in the countries where the programme is being implemented.</li> <li>PWL partner organisations provide feedback of high-quality communication and event support.</li> </ul>
<b>KRA#3: Provides support and coordination assistance for events.</b> <ul style="list-style-type: none"> <li>Assists with media support for all events.</li> <li>Provides support in event organization at local, regional and national level.</li> <li>Supporting the inclusion of PWL collateral at appropriate events.</li> </ul>	<ul style="list-style-type: none"> <li>Events are well organized and well attended with appropriate PWL partner representation.</li> <li>Media networks are appropriately and effectively used to publicise and promote the PWL at SPC programme and events.</li> <li>Collateral is provided to event organisers in a timely manner.</li> </ul>

### Most Challenging Duties Typically Undertaken (Work Complexity):

- Managing ad hoc requests made outside of the agreed work plan
- Keeping abreast of a wide range of programmes and activities across HRSD
- Responding to different communication requirements and audiences, with short 'turn around' times
- Supporting communications at large events with senior government officials and media representatives
- Ensuring that all activities and actions are grounded in Pacific values and principles, and people centred approaches that reinforce values of gender equality

### Level of Delegation:

Overall Operational Budget managed by the role: Nil

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

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> Key external contacts are: <ul style="list-style-type: none"><li>• Funding and strategic partners</li><li>• DFAT</li><li>• Pacific Women Advisory Board</li><li>• PICTs national ministries and social service providers</li><li>• Other regional or international development agencies</li><li>• Education consultants</li></ul>	<ul style="list-style-type: none"><li>• Reporting (activity/outcome and financial), various committees and working groups</li><li>• Coordination and delivery of work Programme, including technical assistance</li><li>• Negotiating, influencing and securing cooperation and collaboration</li><li>• Representing SPC</li></ul>
<b>Internal</b> <ul style="list-style-type: none"><li>• Division Director</li><li>• Division Manager Programmes</li><li>• Division Team Leaders</li><li>• Division team (reporting line)</li><li>• Other SPC Technical Divisions and Programmes</li><li>• OMD, including SPL and other internal support</li><li>• Director Communications</li></ul>	<ul style="list-style-type: none"><li>• Reporting (activity/outcome and financial) Programme delivery against outcomes</li><li>• Integrated programming and supporting the People Centred Approach</li><li>• Finance, MEL, results reporting</li><li>• Supervision, mentoring and support, facilitation, conflict resolution.</li></ul>

### Person Specifications:

#### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"><li>• A Bachelor's degree in journalism or communications, or a related discipline from a recognised university or equivalent work experience</li></ul>	

## Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least three years of communications related experience, preferably in the Pacific region.</li> <li>• Experience preparing communications materials for a range of audiences.</li> <li>• Experience in successfully working within a deadline-driven environment.</li> <li>• Ability to translate text-heavy documents or information into user-friendly visual materials.</li> <li>• Experience in communications and visibility capacity development.</li> <li>• Knowledge and understanding of gender equality concepts and issues, including in the Pacific.</li> <li>• Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations.</li> <li>• Excellent written and oral communication skills in English, with strong writing ability at a project donor reporting level.</li> <li>• Demonstrated understanding and knowledge of Pacific cultural values and international human rights principles and standards.</li> <li>• Pacific experience and an in-depth understanding of the human rights (including violence against women), good governance and development challenges in the region.</li> </ul>	<ul style="list-style-type: none"> <li>• A background covering government and/or civil society.</li> <li>• Knowledge of the Pacific regional context.</li> <li>• Knowledge of SPC communications guidelines and requirements.</li> <li>• Experience in video or animation production.</li> <li>• Extensive experience working at both national and regional levels with a range of development partners, including government, NGOs and donors.</li> <li>• Established relationships with organisations (including civil society, government and the private sector) and individual leaders working in various areas of communication addressing gender equality and issues affecting women across the Pacific.</li> <li>• Background in VAW, GBV, gender equality and justice, disability rights consistent with human rights principles.</li> <li>• Ability to speak one or more Pacific Island languages.</li> </ul>

## Key Skills/Attributes/Job Specific Competencies

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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Developing communication plans and an understanding of communication strategy development.</li> <li>• Copy writing, sub editing, communications and material development.</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Cultural, political and religious sensitivities.</li> <li>• Critical analysis and innovative thinking.</li> <li>• Complex multisector coordination, planning and design.</li> <li>• Presentation, communication, reporting writing and facilitation skills.</li> <li>• Networking and stakeholder engagement.</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>• Project management.</li> <li>• Monitoring, evaluation and learning frameworks.</li> <li>• Proposal writing.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• SPC human rights and social development work in the region.</li> <li>• Resource mobilization.</li> </ul>

## Key Behaviours

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

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement
- Leadership
- Promotion of Equity and Equality
- Teamwork

## Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- 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.*