



JOB DESCRIPTION

Job Title:	Communications Officer (NDC Hub)
Work unit:	Climate Change and Sustainability Programme (CCES)
Location	Suva
Reporting to:	NDC Hub Manager
Number of direct reports:	None
Purpose of Role:	<p>Working as part of the NDC Hub and broader CCES Division, the Communications Officer will provide high-level communications support to NDC Hub in the valorisation of NDC Hub and its related activities, in order to ensure high visibility of the role of the NDC Hub in line with our One SPC approach and support of its connection with the Climate Change Flagship and related work of CCES's activities and results.</p> <p>The Communication Officer (NDC Hub) will also support the management system of information and communication aligned with SPC processes, relevant platforms and existing tools.</p>
Date:	September 2024

Organizational Context and Organization Chart

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century, and work together with our members to achieve impact for Pacific people. They support a transformation in our institutional effectiveness as part of SPC's Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific Continent.

The threat of climate change demands SPC to take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach of climate change, through a Climate Change Flagship Programme (NDC Hub). This flagship seeks to enhance climate change services and capability in a more holistic, strategic, and cohesive way.

The NDC Hub aims to bring greater visibility to the breath of SPC's climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1: "Resilience and Climate Action" which is at the centre of the new SPC Strategic Plan and should also help to more clearly define SPC's value add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. CCES is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC key contributors.

The NDC Hub will be informed by SPC's Strategic Plan, the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy and Implementation Plan, CROP engagement, Pacific priorities in climate change negotiations and national policies. The NDC Hub is coordinated by CCES. The role of the NDC Hub, is espoused in the Implementation Plan of the 2050 Strategy under the Climate Change and Disaster thematic area, Regional Collective Action 18. "Strengthen the Pacific NDC Hub to provide

key climate finance readiness clearing house support for scaling up bankable climate financing pipelines for PICs.”

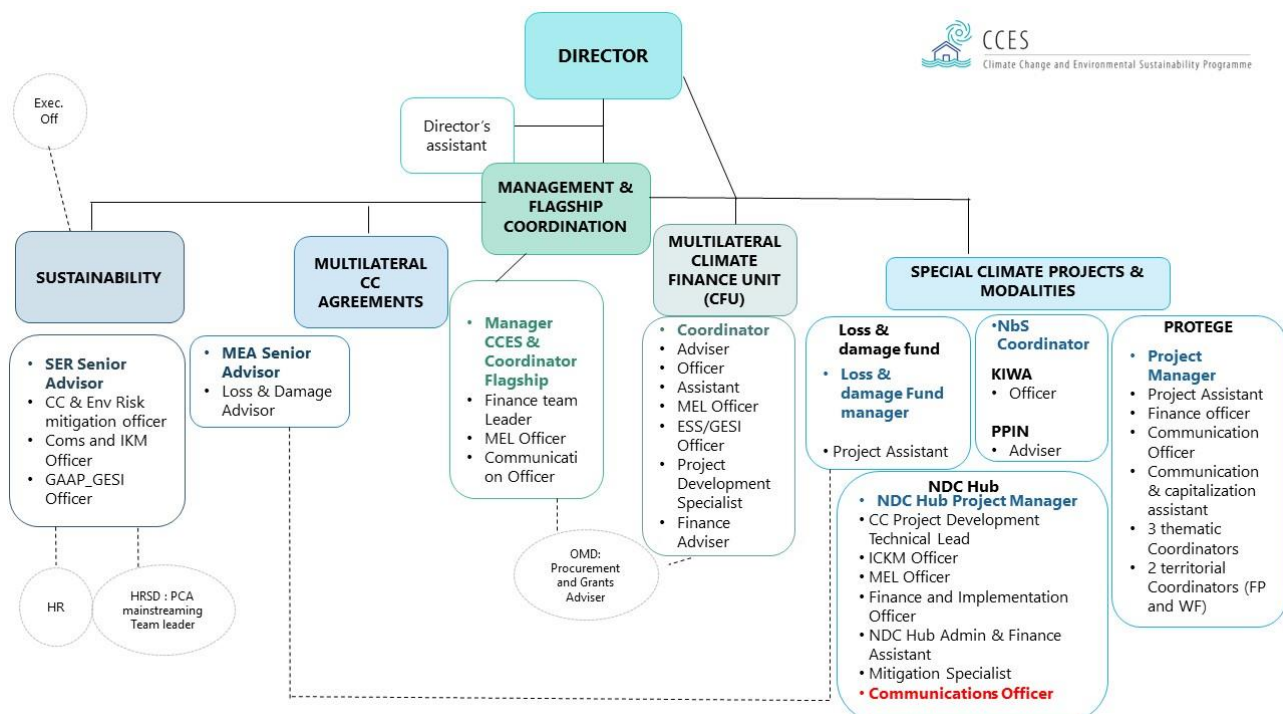
Established in 2016, the **Pacific Regional Nationally Determined Contributions Hub** (in the following referred to as “the NDC Hub”) aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs.

The objective of the NDC Hub is that PICs enhance and implement their country’s NDC, driving sustainable and resilient development and transitioning to a low carbon development pathway. The NDC Hub will promote partnerships with the private sector for financing and implementation of NDCs in the Pacific Island region. Specific outputs of the NDC Hub include:

- **Output 1:** NDCs reviewed and enhanced
- **Output 2:** Roadmaps and investment plans developed to support NDC implementation at the national level informed by lessons and exchanges within the Pacific
- **Output 3:** Finance leveraged to support NDC implementation through improved regional coordination
- **Output 4:** Guidance and technical assistance provided, and tools produced to streamline and integrate NDCs into national and regional plans and processes as well as legislation and standards.
- **Output 5:** NDC related information, best practices and learning mechanisms easily accessible to national, regional and global audiences

Until August 2024 GIZ manages the NDC Hub. After August 2024, SPC and more specifically the CCES Division will take over the coordination and management of the NDC hub, anchoring it into the Pacific regional architecture more broadly. This supports an early win for the 2050 Strategy implementation Plan, Regional Collective Action 18. “Strengthen the Pacific NDC Hub to provide key climate finance readiness clearing house support for scaling up bankable climate financing pipelines for PICs” as outlined under the Climate Change and Disaster thematic area.

The NDC Hub provides a strong ‘Readiness’ function in so far as it helps countries create the right enabling environments to support effective implementation of their NDCs. This is complimented significantly by SPCs growing capability in access to climate finance both as an accredited entity and through its bilateral partnerships enhanced by the Climate Change Flagship as a programmatic approach to SPC wide climate action. The NDC Hub will work closely with SPC’s climate finance architecture which is also strengthening its networking of climate finance support with other key partners in the region and internationally including for example with, COMSEC, CFAN, and other direct access entities like SPREP, FDB, MFEM, MCT and so forth. This end-to-end prioritization, readiness, access and delivery of climate action and finance is envisaged a significant advantage of the migration of the NDC Hub into SPC in August 2024.



Key Result Areas (KRAs):

The of Communications Officer (NDC Hub) will be part of the NDC Hub core team, led by the Hub Management. The Communications Officer (NDC Hub) will report to the NDC Hub Manager. This role will work closely with the Information, Communications and Knowledge Management (ICKM) Officer, and senior managers in the CCES program.

As a cross-cutting position, the Officer will be responsible NDC Hub communications and to design the appropriate communication materials to promote NDC Hub, connection with the broader climate finance leveraging capability and CC related knowledge. The Officer may also be called upon to support CCES Division’s communications needs from time to time, as required.

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

KRA #1: Update and implement the Communication and Visibility Strategy for the NDC Hub following the official handover from GIZ to SPC;

KRA #2: Carry out communications and visibility activities and events of the NDC Hub linked to the broader leveraging of climate finance to support NDC Hub implementation as well;

KRA #3: Capacity development

In carrying out their work, the Communications Officer should ensure all activities are implemented in a culturally and gender-sensitive manner, with respect for human rights and ensuring environmental sustainability as per the SPC Social Inclusion and Environment Responsibility (SER) policy.

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

Jobholder is accountable for	Jobholder is successful when
KRA1: Update and implement the communication and visibility strategy for the NDC Hub bearing in mind its role in linking with the rest of the Climate Finance leveraging capability of SPC. (30 %):	
<ul style="list-style-type: none"> • Conduct brief baseline assessment of NDC Hub Communications (social media and website engagement analytics). • Implement the communication and visibility strategy of NDC Hub, in collaboration with all NDC Hub implementing partners. • Update the NDC Hub communication and visibility strategy with inputs from NDC Hub implementing partners. • Establish communication templates for NDC Hub partners to be used for different communication platforms. • Assess different communication options under the strategy to guide the best communication approaches. • In collaboration with the other SPC services, assess and measure the effectiveness of the communication of the NDC Hub project and adjust the approaches accordingly. • Support the adequate communication of the NDC Hub results and achievements in collaboration with the MEL officer. 	<ul style="list-style-type: none"> • Baseline undertaken and report compiled. • NDC Hub communication and visibility strategy are implemented with review and update • Communication templates developed and routinely utilised by the project partners • Effectiveness of communication approaches is regularly assessed and adjusted as needed • Major achievements of the NDC Hub are communicated internally as well as externally
KRA2 – Communications and Visibility Support for the NDC Hub and its role in the climate finance architecture (50%)	
<ul style="list-style-type: none"> • Produce regular communication products and ensure they are widely distributed to increase the NDC Hub visibility. 	<ul style="list-style-type: none"> • High quality communication products are designed and disseminated • NDC Hub webpages are reviewed and well-articulated

<ul style="list-style-type: none"> • Support the development of innovative and strong communication tools and dissemination strategies to value climate change publications of SPC and enhance the organisation’s visibility in CC. • Establish a storage and archiving system for storing all the articles, materials and communication tools of the project. • Assist the SPC communication unit by relaying and/or drafting CC news items. • In collaboration with the ICKM Officer, review and update the NDC Hub website and articulate it with CCES webpages. • Support for the organisation, planning and facilitation of communication events (conference, seminar, etc.) 	<ul style="list-style-type: none"> • Efficient and tailored communication tools established • Archiving system in place for all communication products and is kept up-to-date • The media in the region is aware of the NDC Hub project • Events are well organised
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KRA3: Capacity Building (20%)

<ul style="list-style-type: none"> • Contribute to TNA surveys to assess communication capacity development and training needs requirements for project beneficiaries. • Actively support and encourage the development of capacity building to strengthen the long-term capacity of country counterparts in implementation of Paris Agreement and NDCs through on the job training and specially designed training. • Coordinate and organise appropriate communications training for the benefit of PICTs. • Provide technical guidance, awareness, and training to the NDC Hub partners and beneficiary countries in the area of NDC implementation and communication. • Train and guide SPC communication interns who join NDC Hub. 	<ul style="list-style-type: none"> • Updated TNA requirement identified • Loss and damage and NDC implementation technical skills including data management, analysis, and reporting skills are demonstrably improved within SPC and country counterparts. • Capacity building training conducted on climate change project development. • Improved communications technical capacity developed for country beneficiaries for effective implementation of Paris Agreement. • One or two interns are hired and trained
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Note:

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"> • Support the cross sectorial communication dimension of NDC Hub at SPC • Engage with a wide range of SPC colleagues from technical and OMD divisions to design a robust functional system for the valorisation of SPC climate change knowledge • Communications and visibility strategy for the NDC Hub is evaluated and updated to ensure its relevance • Design of high quality communication material to a variety of public, from policy makers to institutional partners or scientific researchers • Approach all divisions with care to adapt the position to SPC needs • Ensure that all communication items, products, photos, videos are collected, archived and easily located • Promptly responding to multiple, ad-hoc and often urgent requests for advice, prioritize
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • National / international Media 	<ul style="list-style-type: none"> • Collaboration with institutional partners for the design of sound knowledge management system

<ul style="list-style-type: none"> • Partner technical organization • SPC Member Countries • Regional and International Partners • Development partner representatives 	
Internal <ul style="list-style-type: none"> • SPC Directors • CCES staff • OMD staff • IKCM officers 	<ul style="list-style-type: none"> • Exchange of information, dialogue, advice, facilitation, explanation, reporting • Collaboration with all technical divisions to engage them in an IKM process • Collaboration with ICT and OMD support team to develop a robust IKM process internally in line with SPC processes

Level of Delegation:

- Routine Expenditure Budget: 0 EUR
- Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

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: <ul style="list-style-type: none"> • Degree in communication, media, marketing or a related field and in one of the fields covered by the project with successful communication experience or equivalent body of knowledge and experience. 	Desirable: <ul style="list-style-type: none"> • A Post Graduate Degree (or equivalent) in a field relevant to the position (climate change) or project management
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Knowledge/Experience

Essential: <ul style="list-style-type: none"> • At least 5-6 years' experience in designing and implementing programme or project or communication strategies. • Demonstrated experience in creating and publishing content for the web and social networks; Experience of working with communication and/or knowledge systems and software for scientific data. • Proven experience in networking, relationship building and partnership management with different stakeholders. • Excellent communication skills in English (spoken and written). • Ability to mobilise various partners. • Proven ability to work independently and as part of a team in a fast-paced and multicultural environment. • Demonstrated commitment to gender equality and human rights-based approaches. • Excellent interpersonal skills in the multicultural environment of the Pacific Islands. • A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of 	Desirable: <ul style="list-style-type: none"> • Work experience in the Pacific Islands region especially within regional organizations • Understanding of CC and development issues in the Pacific • Good communication skills in English (spoken and written)
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<p>tasks to support the CCES team in achieving their goals.</p> <ul style="list-style-type: none"> • Demonstrated competence in being well organized, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support. 	
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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"> • Excellent command of English, both written and spoken • Familiarity with the various knowledge and media tools and approaches to communicate results and 'stories' (website, social networks, reports, newsletter, etc.) • Design of impactful, interesting and clear communication messages to increase visibility of project activities • Motivation and ability to work on multiple dossiers • Fitness for use of high-quality service • High level of interpersonal skills and cultural sensitivity • Habit of working in a team
Advanced level	<ul style="list-style-type: none"> • Excellent command of French, both written and spoken • Writing for a variety of audiences, e.g. donor reports, policies, feature articles, funding proposals • Relationship/staff management, communication and interpersonal skills: within CCES, with Divisional management and staff, and externally with development institutional partners • Knowledge of different media platforms in the region • Ability to work independently and take initiatives • Ability to organise its priorities and working time • Ability to archive documents with a method that enables them to be retrieved easily • Flexibility and willingness to participate in various other tasks when needed • Ability to treat confidential information in a professional manner • Experience in organising events (workshops, seminars, conferences)
Working knowledge	<ul style="list-style-type: none"> • Ability to work effectively and diplomatically with different actors, internal and external stakeholders • Knowledge of gender and human rights approaches • Cooperation, collaboration with others and within own team • Quantitative and qualitative research methods and data analysis • Financial budgeting and reporting
Awareness	<ul style="list-style-type: none"> • Knowledge of the Pacific and SPC, and of climate change issues

Key Behaviours

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

- Teamwork
- Interpersonal Skills
- Change and Innovation
- Judgement
- Promoting Equity and Equality

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.