



Pacific
Community
Communauté
du Pacifique

The Pacific Community (SPC) invites applications for the position of **Online Coordinator and Graphic Designer**, located at its regional office in Suva, Fiji.

Description

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 Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Geoscience Energy and Maritime Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three areas of scientific programming and two areas of focus within this division:

1. **Oceans and Maritime** – Driving growth in blue economies through well-informed and inclusive action from integrated solutions for ocean and coastal management and maritime and transport.
2. **Geo-resources and Energy** – Strengthening the management of the Earth's non-living resources through responsible harnessing of mineral resources, including metalliferous and development minerals, and clean and renewable energy resources, such as solar, wind, and geothermal for sustainable development.
3. **Disaster and Community Resilience** – Improving resilience and sustainability through the management of disaster risk and assessment of hazards. This includes building resilience through wider support for climate change, disaster risk management (DRM) initiatives, and water and sanitation initiatives. Several regional climate change projects are housed in this programming area.

The **Online Coordinator and Graphic Designer** will play a key role in marketing the GEF Pacific Ridge to Reef Programme with responsibility for online coordination and graphic design including the creation of programme marketing collateral, content development and publications, optimizing multi-platform dissemination and exchange of information and knowledge products, the maintenance and coordination of online platforms, analytics and reporting, and capacity building.

The key responsibilities of the role include the following:

- Online Coordination and Content Management
- Graphic Design
- Content Development
- Capacity Development
- Equipment maintenance and support

For a more detailed account of the key responsibilities, please refer to the job description provided.

Key selection criteria

Qualifications

- Certificate in Graphic Design

Knowledge and experience

- At least 5 years' experience in graphic design and multi-media content development for a large corporate and/or international development organization
- Experience in coordination and content development for online platforms

Essential skills

- Proficiency in operation of desktop publishing and MS applications
- Experience with Content Management System (CMS)

Language skills

- Excellent English communication skills (oral and written)

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment

Salary, terms and conditions

Contract Duration – until 31 March 2022

Remuneration – This is a full-time Band 7 position in SPC’s 2021 salary scale, with a commencing taxable salary range of 2,232-2,790 per month, plus local staff benefits. An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews.

Recruitment principles - SPC’s recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**.

Applicants will be assured of complete confidentiality in line with SPC’s Privacy Policy.

Application procedure

Closing Date – 15 April 2021 – 11:45pm Fiji time

Applicants must apply online at: <http://careers.spc.int/>

Hard copies of applications will not be accepted.

To be considered for this role, you must provide us with:

- an updated resume
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

Please ensure that you respond to all of the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Only Fijian citizens are eligible to apply for this role.

Screening Questions:

1. Tell us what you know about the Ridge to Reef Programme and why is online coordination and graphic design a key role?
2. List three (3) priority challenges commonly affect timely coordination and uploading online knowledge products, particularly during this COVID period?
3. If successful for the role, how would you propose to resolve these issues?