



Pacific
Community
Communauté
du Pacifique

- **Suva-based position (Fiji)**
- **Attractive expatriate package**
- **Join the principal development organisation in the region**

*The Pacific Community (SPC) invites applications for the position of **Knowledge and Engagement Officer** within its Human Rights and Social Development Division. This position will be 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 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, education, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Human Rights and Social Development Division** spearheads SPC's work in human rights, gender equality, social inclusion, youth development, and culture for development. Guided by its Business Plan for 2021-2026, SPC envisions a just, equitable, and resilient Pacific societies advancing human rights, gender equality, and social inclusion for all Pacific people, rooted in cultural values and principles.

In line with its vision, the work of the Division will encompass the following focal areas:

- **Objective 1:** Pacific institutions are strong, transparent, and responsive for upholding and promoting human rights and implementing inclusive, gender sensitive and culturally respectful development.
- **Objective 2:** Pacific Civil Society understands and can advocate for their rights and uphold cultural values.
- **Objective 3:** Pacific culture is protected, preserved, and promoted and culturally relevant and appropriate knowledge and systems are integrated across all work.
- **Objective 4:** All PSC programs and operations are grounded in people centered approaches and consider the rights and cultural values of diverse groups including women, children, youth and persons with disabilities.
- **Objective 5:** HRSD Division teams work collectively, coherently, and efficiently and to a high standard to achieve shared success for Pacific societies.

The **Pacific Partnership to end Violence against Women and Girls Programme (PPEVAWG)** 2024 – 2027 - Phase 2 (herein referred to as the Pacific Partnership 2 or PPEVAWG 2) continues the work begun under phase 1 (PPEVAWG 2018-2023). It is a regional and multi-country action aimed at promoting gender equality and preventing violence against women and girls in the Pacific Island Countries. The goal of the PPEVAWG 2 is to promote the understanding and practice of responsible citizenship and gender equality; promote the practice of social inclusion to prevent discrimination and gender-based violence.

The role – **Knowledge and Engagement Officer** is accountable to and works closely with the Social Citizenship Education Coordinator and the Communications and Strategic Engagement Adviser, to support outreach and engagement within the Pacific Partnership to End Violence against Women and Girls (PPEVAWG) / Social Citizenship Education (SCE) Programme. This role will be responsible for the development of SCE knowledge products with the view to influencing behavioral change and social mobilisation through capacity building, high level advocacy and public outreach.

The key responsibilities of the role include:

Outreach and Engagement

- Develop and implement targeted strategic communications, outreach and engagement activities and plans, including increasing the understanding and value of SCE approaches in schooling institutions, with youth and stakeholders broadly.
- Contribute to planning and implementation of high-level advocacy events and campaigns that showcase the SCE programme, impacts, and strategic priorities alongside Pacific Island countries and territories.
- Coordinate the development of innovative knowledge products that drive increased understanding of the SCE work and its value at all levels from community to policy makers and leaders.

Capacity Development

- Train SCE staff and participating countries on outreach and engagement approaches and techniques for achieving development impact.
- Provide advice in the development and implementation of various knowledge products and creation of upscaling pathways and campaigns.
- Share experience and lessons learned in the implementation of various outreach and engagement techniques and tools for effective and impactful development communications.

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

Key selection criteria

Qualifications

- A degree in a relevant field such as communications, development communications, international development, graphic design, communication arts, investigative journalism, or project/program management or equivalent body of knowledge and experience.

Technical expertise

- At least 5 years of relevant experience in development communications or similar role supporting outreach and engagement, the development and management of knowledge products in development for durable social strategic behavioral change.
- Digital capacity and coordination for innovative digital content including video, social media and graphic content
- Good knowledge on development issues that requires effective engagement and knowledge management strategies, and knowledge of appropriate solutions.
- Ability to demystify complex and vague topics and issues, knowledge for various audiences, hierarchy of organizations and institutions, and people of all diversities.
- Excellent interpersonal and representative skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations.
- Understanding and knowledge of Pacific cultural values and international human rights principles and standards, preferred.

Language skills

- Excellent English communication skills (oral and written) with strong writing ability at a project donor reporting level.

Interpersonal skills and cultural awareness

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

Salary, terms and conditions

Contract Duration – Until 31 December 2027 – subject to renewal depending on funding and performance.

Remuneration – The **Knowledge and Engagement Officer** is a band 8 position in SPC's 2025 salary scale, with a starting salary range of 2,146–2,683 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,460–8,075 (USD 2,854–3,568; EUR 2,629–3,286). An offer of appointment for an initial contract will normally 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. Remuneration of expatriate SPC staff members are not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,500–5,200 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a 10% contribution).

Languages – SPC's working languages are English and French.

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: 20 July 2025 at 11:59pm (Fiji time)

Job Reference: JM000888

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

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided. Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not

make any guarantee whatsoever of approval for such applications to Fiji Ministry of Foreign Affairs and where an application is approved, the spouse or partner will subject to such terms and conditions as may be set from time to time by the Ministry.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening Questions (maximum of 2,000 characters per question):

1. Please cite an example of your previous work that highlights the achievement of development outcome using communications as pathways for changing attitude/behaviour or practice. If possible, please provide a sample document (e-copy or web-link) as reference of this work.
2. What tools and approaches would you suggest to best capture and manage knowledge gained through the change processes including awareness campaigns, stakeholder workshops, participatory planning, webinars, learning exchange events and other capacity building activities at national and regional levels in the Pacific Islands? Please provide examples.