



- **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 **Strategic Communications and Engagement Officer** within its Public Health 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, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Public Health Division (PHD)** employs around 40 staff based in Noumea and Suva. It supports members in developing healthier Pacific Island people and communities. The primary focus of the division is to provide scientific and technical assistance and to support the implementation of plans and programmes in member countries and territories. The primary goal for all PHD activities is to promote population health and well-being, prevent diseases, restore and/or maintain health and reduce inequalities in health. PHD is primarily concerned with improving and protecting public (population) health, rather than individual treatment services.

The PHD is comprised of five programmes: 1) Surveillance, Preparedness and Response Programme (SPRP); 2) Non-Communicable Diseases Prevention and Control Programme (NCDP); 3) Clinical Services Programme (CSP); Laboratory Services Programme (LSP); and Health Integration and Innovation Programme (HIIP). The Strategic Communications and Engagement Officer is located within the programme management and support team.

The role – **Strategic Communications and Engagement Officer** reporting to the Programme Manager with matrix reporting lines to SPC's Strategic Communications, Engagement and Outreach Unit, will be central to the strategic engagement, and implementation of Public Health Divisional work.

The key responsibilities of the role include:

Support the development and delivery of a strategic communications and engagement plan that showcases the Division's work and outcomes, in collaboration with Public Health and OneSPC teams. For example, by producing content that highlight successful regional health initiatives.

- Coordinate divisional information and distribution for members and target audiences with tracking and monitoring in place.
- Support the alignment of SPC's brand and ensure that all digital assets are fit for purpose, accessible and useful in line with OneSPC approaches.
- Manage the PHD website and lead content development for new site development alongside SCOE team broadly and digital teams where needed. Ongoing updating and management of divisional content in line with SPC process and brand.

Coordinate effective internal and external outreach using best-practice public health and integrated communications tools and content.

- Coordinate, develop and disseminate inputs and elevation of public health outcomes in ways audiences effectively engage working with technical teams.
- Provide inputs to quarterly internal reports for SPC Strategic Communications, Outreach and Engagement.
- Coordinate learning session and practices to support outreach, engagement and sensitization of evolving policies, behaviours, SOPs and best practices across the public health teams and SCOE.

Coordinate key cross-organisational public health work to enable shared action, learning and application within and outside of SPC

- Coordinate the development and delivery of practical and innovative engagement tools and sessions in partnership with team leaders, the PHD Director and the SCOE team.
- Co-developed engagement strategy is translated into accessible, practical and innovative tools and sessions.

Support to Strategic communications Outreach and Engagement

- Ensure active co-ownership of OneSPC strategic communications, outreach and engagement priorities are actively contributed to and coordinated relevant divisions using integrated approaches including working with SCOE and other Divisions and teams where relevant.
- Participate and commit to co-development of SPC Strategic Communications Community of Practice.

- Ensure all divisional communications content meets brand guidelines, as well as content co-developed with partners (for projects led by SPC).
- Ensure high-quality images and videos are loaded in Resource Space in the appropriate manner for the Division/Team/Projects and ensure meta data is accurately recorded in line with the agreed saving mechanism.
- Provide guidance, respond to, or identify spokespeople for comment in a timely manner on relevant issues for media questions, executive speeches, corporate campaigns.

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

Key selection criteria

Qualifications

- Bachelor's degree in communications, engagement, media, graphic design or equivalent body of knowledge and experience.

Technical expertise

- At least 4-5 years of professional experience in strategic communications, development, or related area, with a strong focus on digital and outreach tools and engagement.
- Experience in digital analytics tools to track performance and social media understanding and use.
- Prior experience in graphic design is highly desirable.
- Excellent interpersonal and cross-cultural communications, outreach and engagement skills working across integrated and diverse teams.
- Must be creative and tech-savvy.
- Must be a passionate digital innovator that is adept to leveraging best-practice strategic engagement and relationships to drive engagement and growth internally and externally to SPC.

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage.

Interpersonal skills and cultural awareness

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

Salary, terms and conditions

Contract Duration – 3 years – subject to renewal depending on funding and performance.

Remuneration – The **Communications and Engagement Officer** is a band 8 position in SPC's 2026 salary scale, with a starting salary range of 2,146–2,683 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,632–8,290 (USD 2,876–3,595; EUR 2,595–3,244). Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax. 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 is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for Staff in a position advertised internationally (EPAI) whose duty station is Suva – 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: 1 March 2026 at 11:59pm (Fiji time)

Job Reference: CB000355

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 be 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. What are the key challenges in the delivery of effective strategic communications approaches in the Pacific region? How would you address these challenges?
2. How do you track the effectiveness of communications actions you are implementing or have implemented? Please refer to an example of success you have had in previous roles in your response.
3. Can you describe a time you supported a public health initiative such as an outbreak response or health promotion campaign and explain how you ensured the messaging was accurate, culturally appropriate, and effective? What impact did it have?
4. How would you actively engage with Pacific governments and stakeholders in appropriate ways on addressing human rights, gender equality and social inclusion issues? Please provide an example where you have done this before, and any outcomes achieved.