

- Noumea or Suva-based position
- Attractive expatriate package
- Join the principal development organisation in the region

The Pacific Community (SPC) invites applications for the position of **Graphic Design Officer**, within its Strategic Communications, Outreach and Engagement division. The position will be located at its headquarters in Noumea, New Caledonia or 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 unique organisation works across more than 25 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 **Strategic Communications, Outreach and Engagement division** is a central function under the Office of the Director-General, which is responsible for driving a strategic, integrated and contemporary approaches to communications and storytelling that drives impact across our organisation and externally. The team provides central coordination, development of effective systems and processes, coordination of strategic and Pacific-led storytelling approaches, policies, procedures and impact-based communication actions. A central aim of the division is achieving visibility of SPC's results – achieved in collaboration with our members and development partners – through improved media engagement and coordination within SPC.

**The role** – the **Graphic Design Officer** will provide surge support to SPC's Publishing needs including governance documents, creative design, project coordination and delivery alongside science, technical and enabling service teams.

**The key responsibilities of the role include the following:**

### Providing graphic design services and advice for SPC's publications

- Designing and laying out complex scientific and technical publications
- Designing and styling motion graphics, illustrations and infographics
- Designing and laying out a range of corporate and ad-hoc products, including policy briefs, factsheets, books, manuals, cookbooks, corporate reports, banners, promotional material and financial statements
- Creating accessible formats of SPC publications in line with SPC brand
- Keeping up to date with design technology and trends

### Interpreting complex data and creating compelling visualisations that support SPC's scientific and technical work

- Analysing and presenting data, using a range of visualisation tools for print, web and accessible formats
- Developing and/or adapting conceptual diagrams, charts and graphs illustrating scientific data.
- Designing engaging, creative and interactive digital maps or templates to ensure increased accessibility to SPC science and technical work in visually appealing ways
- Keeping up to date with new trends in data visualisation and identifying training opportunities

### Supporting the Graphic Design team to coordinate graphic design services, research and iconography

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

## Key selection criteria

### Qualifications

- Degree in graphic design and/or equivalent body of knowledge and experience

### Technical expertise

- At least 5 years of experience working in Graphic Design
- Adobe-certified in InDesign, Illustrator, Photoshop and Figma
- Experience working in a multi-cultural team and working in a creative team
- Strong interpersonal skills and ability to communicate and build relationships with clients in a busy, solutions-focused service environment
- Knowledge of accessibility principles for design

### Language skills

- Fluent and professional communication skills in English

### Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage

## Salary, terms and conditions

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**Contract Duration** – This contract is budgeted for 1 year and is subject to renewal depending on funding and performance.

**Remuneration** – The **Graphic Design Officer** is a band 8 position in SPC's 2026 salary scale.

*For a Noumea based position* – a starting salary range of SDR (special drawing rights) 3,038-3,702 per month, which converts to approximately XPF 438,381-534,098 (USD 4,071-4,960; EUR 3,674-4,476). SPC salaries are not presently subject to income tax in New Caledonia.

*For a Suva based position* – a starting salary range of SDR (special drawing rights) 2,146–2,683 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.

**Benefits for Staff in a position advertised internationally (EPAI) whose duty station is Noumea or Suva** – SPC provides a housing allowance (or subsidised housing in Noumea). 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 private policy.

## Application procedure

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**Closing date:** 26 April 2026 – 11:00 pm (Noumea time)

**Job Reference:** CR000569

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.

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 is your motivation to apply for this role and what role does Graphic Design play in Pacific science and knowledge-based work?
2. In your own words what is one of the projects you are most proud of that you have done in graphic design spaces. What was the impact this had?
3. What is the role that Pacific culture plays in graphic design for an organisation like the Pacific Community? Please refer to examples where culture and culturally informed approaches have supported your design process.