

VSA Assignment Description

Assignment Title	Communications Advisor – PIEMA Project
Country	Fiji
Location of Partner Organisation	Suva
Partner Organisation	Pacific Community (SPC)
Duration	10 months, full-time
Sustainable Development Goals	



41749



1. Partner Organisation Overview

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. As an international development organisation owned and governed by 27 country and territory members, SPC supports sustainable development by applying a people-centred approach to science, research and technology across all of the Sustainable Development Goals (SDGs). Members are served by interweaving and harnessing the nexus of climate, ocean, land, culture, rights and good governance; through trusted partnerships; investing in Pacific people; and understanding Pacific contexts.

The Pacific Islands Emergency Management Alliance (PIEMA) project is supported by Australia and New Zealand, with SPC bringing experience in emergency and disaster preparedness, to deliver a broad strategic direction and improve the sustainability of the investment. The Project is implementing activities that support the intent of the [Strategic Agenda 2020](#) by working with the key emergency management agencies to build better collaboration, strengthen communication and ultimately increase effectiveness when responding to disasters, under the lead of National Disaster Management Offices (NDMOs).

While technology, infrastructure and equipment are important, the emphasis of the project is on improving interactions between agencies and their people to influence change that builds Trust, Leadership and Teamwork. Great value is placed on "What we do" as emergency management professionals, however, the focus of PIEMA is on "how we do it". This includes the promotion of gender diversity and empowerment in the emergency management sector. For more information about the PIEMA project, visit this webpage: <https://gem.spc.int/projects/piema>.

2. Assignment Overview

The Communications Advisor will work closely and collaboratively with the Project Manager, Pacific Islands Emergency Management Alliance (PIEMA) and relevant stakeholders to develop and implement an effective communication strategy to enable the achievement of PIEMA's goals. This will include communications support for the PIEMA project including monitoring and evaluation, developing human stories for social media platforms and results reporting to both internal and external stakeholders. The VSA volunteer will be able to contribute to the purpose of the PIEMA project as set out in the Results Framework, including contributions to the Disaster and Community Resilience Programme's Results Framework and Key Focus Areas of SPC's Strategic Plan by strengthening capacity and providing technical advisory where needed. For more information about SPC, visit this website: <https://www.spc.int>.



3. Goal/Outcomes/Outputs

Goal

Developing a communications strategy and its implementation plan for the duration of the assignment and being able to deliver on the outputs stipulated in the plan including successfully contributing to the overall objectives of the PIEMA project.

Outcome 1

The Pacific Islands Emergency Management Alliance (PIEMA) project develops and implements an effective strategic communications plan to support PIEMA's strategic objectives.

- Lead the development of an effective communications strategy and its implementation plan for the PIEMA project in consultation with the project team and Geoscience, Energy and Maritime (GEM) Division's Communications Team Leader, and ensure it is in line with donor and SPC requirements.
- Provide strategic advice and support with the development and implementation of effective communications products in line with the communications strategies.

Outcome 2

PIEMA's Project develops and delivers compelling and engaging media and communications content, enabling PIEMA to achieve its objectives.

- Provide strategic guidance and assist in developing innovative and effective communications products to outline the results/key work of the PIEMA project in line with relevant branding guidelines of donors and SPC. This will include (but is not limited to) video creation, social media campaigns (using SPC networks), written content, case studies, photos, factsheets and any other relevant content as outlined in the project's communications strategy.

Outcome 3

PIEMA's media and donor visibility are more effective, impactful, and positive.

- Assist in the management of media releases, content and media events where relevant.
- Provide expertise and support in media management at large project events including inviting relevant media and building partnerships with relevant media agencies.
- Support the sharing of project information with relevant country media outlets.
- Provide peer review and support for the other communications roles where and when required.

4. Reporting, Working Relationships and Capacity Building

The VSA volunteer will work closely with the PIEMA project team and GEM Division Communications Team to be able to share their experience and expertise with the respective teams to ensure skills transfer during the assignment.

The volunteer will report directly and be accountable to the PIEMA Project Manager. On a day-to-day basis, the volunteer will predominately work with the PIEMA project team and GEM Division Communications Team Leader and their team.

The volunteer and SPC will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.



As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection Criteria/Position Requirements

Person Specifications (Professional)

Essential

- A minimum of two years of experience in communications.
- A communications degree.
- Ability to work with a high degree of autonomy and accuracy.
- Excellent communication and writing skills.
- Ability to turn complex information into accessible and user-friendly content.
- Excellent skills in developing information and promotional materials in all types of media.
- Experience working to donor branding expectations and liaising with donor partner media approval processes.
- Video editing, photography, graphic design capacity.

Desirable

- Intermediate to advanced skills in media (Video, Photo and Audio recording and processing) as well as in Graphic Design (Infographics, publications edition).
- Experience working with MFAT and/or other donors.

Person Specification (Personal)

Essential

- Communicates effectively.
- Performs well under pressure.
- Positive attitude to work.
- Committed.
- Motivated.
- Excellent interpersonal skills.
- Sound judgement.
- Well organised.
- Dependable.
- Creative and imaginative.
- Honesty and integrity.
- Demonstrates cultural and gender sensitivity.

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross-cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community



- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about Fiji, see the VSA website [here](#).

8. Living and Working Situation

The PIEMA office is located in SPC, 241 Mead Road, Suva, Fiji. Taxis are readily available (e.g., there is a taxi base next to the entrance to the office) with supermarkets and food outlets nearby. An open-plan office with a three-member PIEMA project team includes an L-shaped desk, air conditioning, internet access and a water cooler.

Additional Information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children, and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.



Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. Volunteers will receive an establishment grant of NZ\$375 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$550 per couple.
2. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
3. The volunteer will receive a monthly living allowance of FJD 1,445.
4. A location grant of NZ\$1000 will be paid after 6 months on assignment.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances, volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers for reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.

