

VSA Assignment Description

Assignment Title	Communications Officer
Country	Fiji
Location of Partner Organisation	Suva
Partner Organisation	UN Women - Fiji Multi-Country Office (MCO)
Duration	12 Months (may be extended by mutual agreement)
Sustainable Development Goals	



41908

1. Partner Organisation Overview

UN Women's Fiji Multi-Country Office (MCO) works with governments and civil society organisations across 14 Pacific Island countries and territories to address gender inequality, empower women and build more inclusive societies.

UN Women Fiji MCO focuses on delivering on four interlinked programme areas underpinned by support for intergovernmental and normative processes:

- [Governance and Participation in Public Life \(GPPL\)](#)
- [Women's Economic Empowerment \(WEE\)](#)
- [Ending Violence Against Women and Girls \(EVAWG\)](#)
- [Peace, Security, Humanitarian and Resilience \(PSHR\)](#)



The UN Women Pacific Multi-Country Office is based in Suva, Fiji and works alongside the 19 other UN agencies (FAO, ILO, OHCHR, UNDP Fiji Multi-Country Office, UNDP Pacific Centre, UNDP Samoa Multi-Country Office, UNAIDS, UNDSS, UNEP, UNESCAP, UNESCO, UNFPA, UN-Habitat, UNICEF, UNISDR, UNOCHA, UNV, WHO, WMO) in the region and in 14 countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

The MCO has field presence in Kiribati, Samoa, Solomon Islands, Tonga, Federated States of Micronesia and Vanuatu. Each field office is led by a national Country Programme Coordinator.

2. Assignment Overview

The volunteer Communications Officer (CO) will work under the guidance and direct supervision of the Communications and Media Specialist in the Multi-Country Office (MCO), in close collaboration with the UN Women Representative and communication officers in programme teams. The role will support the provision of strategic communications advice and capacity building to ensure that teams can effectively implement the corporate communications strategy and other UN Women media, social media, and communications guidelines and protocols.

To achieve this, the CO will provide technical advice and capacity building on communications and advocacy activities to influence the development agenda, promote public and media outreach, and mobilise political and financial support for UN Women. Examples of capacity building and technical advice may include training on effective media relations, developing social media campaigns, and crafting compelling messaging on gender issues.



Through these efforts, the CO will support programme staff in raising the profile of UN Women's programme activities and increasing understanding of the issues they address. The role will also contribute to the successful implementation of the MCO communication strategy by collaborating closely with the MCO Program and Operations teams, UN Women's communications staff at the Fiji MCO, the Regional Office for Asia Pacific in Bangkok, and global HQ. The CO will also engage with stakeholders and external communications counterparts, such as government officials, international and local media, subject matter experts, multilateral and bilateral donors, and civil society.

The CO will be based at the UN Women MCO in Fiji and will work on various global initiatives and knowledge products that UN Women supports to advance the four interlinked programmatic areas outlined. This work will be done in close collaboration with the Communications and Media Specialist, who reports directly to the UN Women Representative, as well as other Programme Teams.

3. Goal/Outcomes/Outputs

Goal

The effectiveness and impact of UN Women's communications strategy and implementation are strengthened to better support its organisational strategies and goals, and to contribute to enhanced resource mobilisation efforts.

Outcome 1

Communications and Advocacy on gender equality and women's empowerment through support to UN Women Fiji MCO Corporate Communications are strengthened.

- Support to UNW Fiji MCO on communications and advocacy that directly relates to the rights of women and girls.
- Support the development and implementation of communications and advocacy activities highlighting the needs and impacts on women and girls in the Pacific.
- Support UN Women MCO content updates and general maintenance of webpages, intranet, and MCO web-based knowledge management system.
- Support the coordination of MCO social media stories and photos sourced from the corporate management team and from the four programmatic teams. Social media is a key part of the MCO Communications Strategy, providing a platform for reaching a larger and more diverse audience.
- Support the Communications Unit, where practicable, with the development of publications, merchandise, advocacy materials and media outreach.
- Develop personal communication skills with diverse audiences.
- Hone personal research skills and awareness of legislation and programs to help promote women's rights.
- Observe politics, particularly the implementation of women's rights, in action and provide advice on advocacy approaches to the MCO programmatic teams.
- Contribute when possible to the Communication Unit's common work (e.g., assisting in organizing and running activities, events, media activity, etc.)

Outcome 2

Programme Communications Support is more effective in supporting the development and implementation of UN Women's communications and organisational strategies, goals and initiatives.

- Provide Communications and advocacy support to specific programmes, as required.
- Provide training support in Communications training for new staff, partners, interns etc.

4. Reporting, Working Relationships and Capacity Building

Capacity building will be achieved through:



- Virtual and in-person mentoring and coaching – continued advice and support to MCO Media and Communications Specialist, other communications focal points and National Communications intern.
- Provision of orientations and workshops on gender-responsive communication.
- Regular learning sessions on communications-related topics.
- Field visits and deployment to support communications activities where applicable.
- Tools development and/or review including cheat sheets, checklists, advocacy notes and templates on communications and advocacy.

The volunteer will report directly and be accountable to the Communications and Media Specialist and, in her absence, to the Representative. On a day-to-day basis, the volunteer will predominately work with the Programme Managers and Communications focal points, Representative (Fiji MCO) and Country Programme Coordinators (Vanuatu, Samoa, Kiribati, Solomon Islands and Tonga).

The volunteer and UN Women 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

- Master's degree in Journalism, Communications, International Relations, Social Sciences or other relevant subject and/or Bachelor's Degree or equivalent in fields outlined.
- Significant work experience in media and communications.
- At least 3 to 4 years of relevant experience at the national or international level in public relations, communications or advocacy.
- Training and capacity-building experience.
- High-quality written and verbal communication skills.

Desirable

- Previous experience as a communications officer in a social development field.
- Experience working in the Pacific.

Person Specifications (Personal)

Essential

- Ability to work under stressful and fast-paced conditions
- Able to mediate and engage groups – reach agreement
- Ability to work unsupervised and meet deadlines
- Ability to engage with a large number of organizations
- Able to work effectively, both as part of a team and independently



- Awareness of gender and cultural sensitivities
- Awareness of confidentiality of information

Desirable

- Familiarity with multidisciplinary, cross-cultural work environments

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 <https://vsa.org.nz/our-work/countryregion/fiji/>

8. Living and Working Situation

VSA will provide a furnished house or apartment equipped with basic furniture and appliances to ensure a comfortable living experience. While the specific items may vary based on the rental agreement and apartment, every accommodation will meet VSA's minimum housing and inventory standard. This standard requires that each apartment or house includes essential furniture and appliances such as a bed, sofa, fan, refrigerator, stove, dining table and chairs, cookware, and utensils.

The volunteer will have an office space at the UN Women Fiji Multi-Country Office, situated at Level 3 Kadavu House, 414 Victoria Parade, Suva - City Centre, Fiji. The volunteer will have access to standard office equipment, including computers, photocopiers/scanners, phones, and the Internet.

The office is conveniently located close to public transportation, shops, parks, cafes, restaurants, hotels, and government offices. Victoria Parade, where the office building is located, is a historic street named after Queen Victoria and runs along the Suva Harbour waterfront.

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\$750 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\$1100 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 1,520.

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 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.

