JOB DESCRIPTION

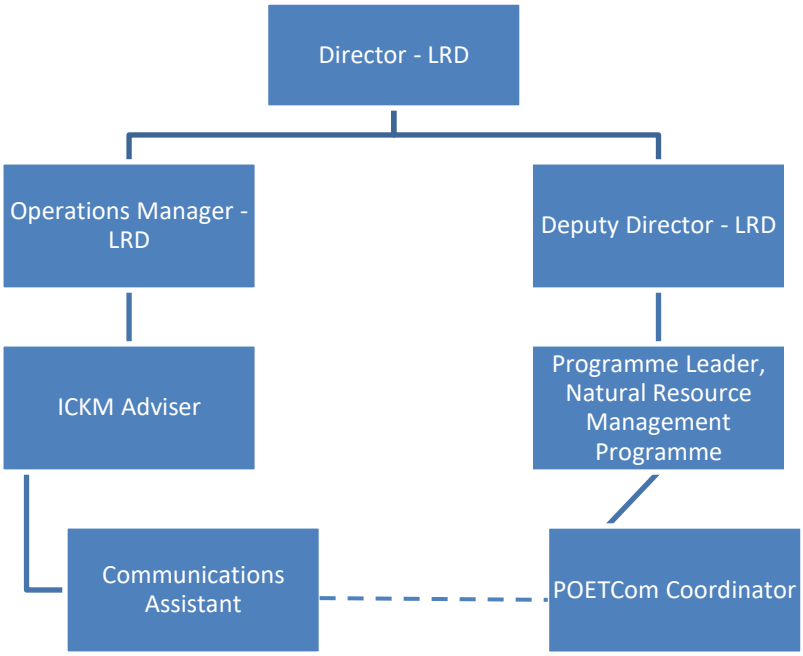
Job Title:	Communications Assistant
Division/Programme:	Land Resources Division (LRD) – Agriculture Systems Programme Pacific Organic Learning Farmers Network (POLFN)
Location:	Suva, Fiji
Reporting to:	Information, Communication and Knowledge Management (ICKM) Adviser Land Resources Division (LRD)
Number of Direct Reports:	Nil
Purpose of Role:	Under the guidance of the LRD Information, Communication and Knowledge Management Adviser and POETCom Coordinator, assist in the effective and efficient facilitation of information, knowledge products and services for the Natural Resource Management Programme, bringing visibility to projects. The role contributes to coordinating and facilitating the development and implementation of LRD's Communications Strategy and assisting in the development of information and communication tools for LRD, POETCom and the POLFN project.
Date:	April 2026

Organisational Context and Organisation Chart

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting sustainable development since 1947. It is an international development organisation owned and governed by our 27 countries and territories. We work for the well-being of Pacific people through the effective and innovative applications of science and knowledge, guided by a deep understanding of the Pacific Island context and cultures. www.spc.int

POLFN is the first regional project of the Kiwa Initiative, a multi-donor programme that aims to strengthen the climate change resilience of Pacific Island ecosystems, communities and economies through nature-based solutions. POLFN aims to meet the climate resilience and capacity-building needs of smallholder farmers in Fiji, Tonga and Solomon Islands. The project develops organic farm networks that demonstrate the benefits of nature-based solutions through farm-based learning centres.

POLFN is implemented by POETCom (Pacific Organic and Ethical Trade Community), whose secretariat is hosted within the Land Resources Division of the Pacific Community and contributes towards outcomes of the Natural Resource Management Programme.



Key Result Areas (KRAs):

The position of Communications Assistant encompasses the following major functions or Key Result Areas for the Land Resources Division:

- Key Result Area 1: **Maintaining POLFN Visibility – 40%**
- Key Result Area 2: **Building Stakeholder Relations – 20%**
- Key Result Area 3: **Management of Information and Learning Products – 40%**

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	***Jobholder is successful when***
KRA 1: Maintaining POLFN Visibility	• Programme/projects, communication strategies and plans are effectively implemented under the guidance of the ICKM Adviser with the Communications Assistant providing timely support and execution of approved activities. • Social media presence, including Facebook page and Twitter, is maintained and the audience is grown. • The website is kept relevant and functional, including development and regular updates, especially for projects and POETCom events. • A regular stream of brief project stories and photos is developed to help highlight projects across all participating countries. • Press releases are drafted for review and approval by the ICKM Adviser in accordance with donor and SPC requirements. • Communications between key partners are shared and promoted. • Graphics needs of the projects are supported by coordinating with graphic designers and providing inputs on project communication materials.
KRA 2: Building Stakeholder Relations	• Membership distribution lists, databases, profiles and annual updates are maintained and new membership applications managed under the supervision of the ICKM Adviser.

	• Social media queries are answered. • Support for POLFN meetings and events is provided through logistical coordination, communications materials preparation, and documentation activities as instructed by the ICKM Adviser.
KRA 3: Management of Information and Learning Products	• Knowledge products including both print and audiovisual are shared, developed and socialised under the guidance of the ICKM Adviser and relevant project teams, including: - Annual Reports - Technical Reports - Meeting Reports - Awareness and Communication Materials - Fact and Information Sheets - How-to Guides - Success/Impact Stories - Other key projects/POLFN outputs • Internal systems to manage information and learning materials are maintained and improved with recommendations for any enhancements provided to the ICKM Adviser.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

	• Tracking, prioritising and disseminating information from multiple sources quickly and efficiently • Innovative information and learning material development and production • Supporting advocacy campaign design and implementation • Gathering information and maintaining accurate data • Assisting in ensuring that communication plans are being implemented on time by monitoring activities and reporting progress to the ICKM Adviser.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	**Nature of the contact most typical**
External • Media professionals: News editors, journalists, producers, camera crews, photographers, graphic designers, web designers and advertising executives. • Communities: Chiefs, village councils, cultural groups, educators/teachers, youth and women groups • NGOs • Other CROP agencies, donor agencies and development agencies.	• Story development, pitching, production planning and coordination, materials development, media distribution, campaign planning support, website content management and updates. • Participation in communications strategy consultations, supporting integration of communications strategies, contribution to development of ToRs for awareness groups. • Message development, media training and coaching, conducting interviews, filming, promoting government efforts, integrated press releases.

	• Reporting, project promotion, knowledge sharing, coordination of media strategies, integrated press releases, event planning. • Materials development, design and production.
Internal • POETCom team • LRD ICKM team, SPC Communications and Publications team and other relevant Divisions • LRD SPC project teams and communications staff. • IT and information management staff • Graphic designers	• Drafting press releases for review and sign-off by the ICKM Adviser; information and IT systems protocols; providing input on development; supporting communications planning and integration; and contributing to SPC exposure and promotion. • Cross programme communications integration, press release development • Website and information systems development. • Developing content related to organic agriculture and ethical trade messages, supporting communication strategy development/implementation, assisting with media strategies, contributing to lobbying strategies as directed, event coordination and support, materials production and development, responding to media requests, knowledge sharing. • Materials development, design and production.

Level of Delegation:

Routine Expenditure Budget: *Nil*
Budget Sign-off Authority without requiring approval from direct supervisor: *Nil*

Personal Specification:

Qualifications

Essential:	Desirable:
• Diploma in a relevant field such as communications, media, journalism or equivalent body of knowledge and experience.	• Experience in technical areas such as agriculture or environment

Knowledge/Experience

Essential:	Desirable:
• At least 4 years of work experience in communications, media or journalism.	• Demonstrated experience in a similar role within a public service, NGO, or regional/international organisation • Interest in/commitment to organic agriculture • Knowledge of graphics software

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Writing for general public – media release, reports etc. • Communications and information management • Social media utilisation

Advanced level	• Interpersonal skills • Attention to detail with high computer literacy • Communication and responsiveness to the needs of stakeholders • Established network with other active sustainable farming organisations
Working knowledge	• Website management • Country agricultural policies and plans and national strategic action plans
Awareness	• SPC Regulations and Policies • Organic agriculture, environmental issues

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- A good understanding of the cultures and the working environment in member countries and the ability to be proactive in developing new ideas to serve and address the needs of member countries.
- High level of professional integrity and ethics.
- Excellent communication skills with fluency in verbal and written English are essential to communicate with member country governments and other regional and international organisations. Knowledge of other languages spoken in the region is an asset.
- Strong computer literacy, preferably with Microsoft software [Word, Excel, Access, Outlook, PowerPoint] and ability to use email and the Internet. Knowledge of other software such as Adobe and MapInfo and an understanding of spreadsheet and database principles would be an advantage.
- Motivational skills and a good work ethic, with demonstrated ability to take initiative and draft succinct, simple and understandable implementation plans.

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such changes may be initiated as necessary by SPC. This job description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.