

Position Description

Vacancy Title: **Project Support Officer – Pacific Ocean Initiative (For Fijian Nationals and Permanent Residents Only)**

Location: **Suva, Fiji**

Reports To: **Project Manager - Pacific Ocean Initiative**

Objective

This job exists to lead the communications, monitoring, evaluation and learning activities and results of the Pacific Ocean Initiative

Outcomes

Organisational Stakeholders

1. Communication and visibility

- Develop and implement a communication and visibility plan for the Pacific Ocean Initiative in consultation with the Project Manager, SPREP Communication Unit and SPC, in line with the communication and visibility obligations of the Financing Agreement as well as SPREP’s Communication guidelines.
- Procure goods and services as required to implement the project’s communication and visibility plan.
- Ensure a qualitative and high visibility of project’s activities and results through stories, factsheets and other communication materials promoted and disseminated through SPREP’s and other platforms (website, social media) including events such as meetings and workshops.

2. Monitoring, reporting and learning

- Coordinate and implement the overall monitoring, reporting and learning (MEL) plan for the project in consultation with the Project Manager, SPREP MEL Adviser and relevant departments (Finance, Strategic Planning, Partnerships and Resource Mobilisation Department) and SPC.
- Ensure that reporting is accurate and relevant to contribute to semi-annual and annual progress reports as well as general implementation report.
- Ensure that a comprehensive evaluation and learning is consolidated and translated in stories and other communication materials to strengthen dissemination and visibility of projects’ results, outcomes and lessons learned.

3. Logistical, administrative and secretariat support

- Assist with the planning and implementation of Pacific Ocean Initiative events as required, ensuring communication and visibility and MEL activities are well prepared and implemented.
- Coordinate with Project Manager and Senior Finance and Administration Officer to maintain and update project e-filing and record keeping on a regular basis.
- Support meeting notes and reports for project specific and related meetings.

Responsibilities - Key Competencies

Competence	Description
Business	
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Organisational Values	Display the organisation's image and value standards.
People	
Team Orientation	Work in a team towards a common aim.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor Degree	Communications and Outreach, Project management or relevant discipline	

Work Knowledge and Experience

1. A Bachelor’s degree in communications and outreach, project management or relevant discipline.
2. At least 3 years relevant experience in project communications and visibility, and demonstrated knowledge or experience in project monitoring, evaluation and learning, preferably in the Pacific region.

3. Excellent experience in the coordination, organisational, communications and public relations skills and networking with internal and external stakeholders.
4. Excellent command of Microsoft Office, spreadsheet applications, use of communication channels including social media. Command of specific applications related to communications and visibility (design, editing, etc.) would be an asset.
5. Proven experience in communicating and disseminating projects' results, outputs and outcomes through various communication materials and channels, adapted to Pacific contexts and different target audiences, and aligned with communication policies and procedures.
6. Demonstrated knowledge of current and emerging issues and challenges in communications and visibility and demands of a regional project in the Pacific Islands region, as well as good understanding and appreciation of environmental ethics, values and priorities
7. Proven experience and knowledge of basic MEL concepts/frameworks used and methods for data collection and analysis that would contribute towards the reporting requirements.

Requirements

Other Required Statements

PROJECT BACKGROUND

Pacific Ocean Initiative Project

The overall objective of the “Pacific Ocean Initiative - Sustainable protection and management of coastal and marine ecosystems for community resilience” (hereafter Pacific Ocean Initiative) is to strengthen the resilience of marine and coastal biodiversity and ecosystems, on which the communities of the Pacific Island Countries and Territories directly depend, in the face of environmental and climate challenges. The project aims to ensure the food and economic security of local communities, protect biodiversity, and promote sustainable and climate-resilient development.

The specific objective of the project is to enhance regional and local capacities for sustainable management of marine and coastal resources and ecosystems through the building and sharing of expertise and knowledge for the benefit of the States and communities of the South Pacific.

The project consists of the following components:

- Component 1, implemented by SPREP: Strengthening regional collaboration and national capacities for the conservation of biodiversity and critical marine and coastal ecosystems
- Component 2, implemented by the Secretariat of the Pacific Community (SPC): Enhancing regional and community capacities to support the sustainable co-management of coastal and marine resources and ecosystems at the local and community level (ecosystem-based management of coastal fisheries)
- Component 3, implemented by SPREP: Project management, monitoring, and evaluation.

A Project Management Unit (PMU) will be housed within SPREP, which is in charge of the overall management and coordination of the project.

As a regional initiative, eligible countries under the Pacific Ocean Initiative are the following: Fiji, Kiribati, Federated States of Micronesia, Marshall Islands, Solomon Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Tonga, Tuvalu, Vanuatu, Tokelau, Timor-Leste, New Caledonia, French Polynesia, and Wallis and Futuna. The project is funded by the Agence Française de Développement (AFD) for a total amount of €8 million and will be implemented over a period of five years from 11 December 2025 to 31 December 2030.

Work Complexity

Most challenging duties typically undertaken:

- Coordination between PMU, SPREP HQ, SPC and donor partners and relevant stakeholders.
- Implementing Communications and MEL activities, within overall allocated budget.
- Establishment of relevant and practical systems and procedures for MEL activities.
- Ensuring communications and visibility obligations are in line with required level as per Financing Agreement and SPREP's communication guidelines and procedures.

Level of Delegation

The position holder:

- Has no delegation of authority

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Suva, Fiji.

Duration: Appointment is for a term up to 31 December 2030. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be FJD34,318 per annum. This will be adjusted to FJD38,607 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: Appointment is subject to receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

Retirement Age: SPREP's retirement age is set at 65 years.

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of SAT1,000.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Suva on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24-hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to a recognised Superannuation Fund. SPREP will pay the minimum legal requirement of basic salary to the Fiji National Provident Fund. For Fiji, this is currently 10%.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

Learning and Development: Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependent' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

Interactions

Type	Interaction	Comments
Internal		

Type	Interaction	Comments
	Director Biodiversity & Conservation	Oversight, support and management
	Project Manager - POI	Oversight, support and management
	MEL Adviser and Communications Team	Advice, support, and access to data and information
	All staff	Collaboration and coordination
External		
	AFD.	Submitting documentation and reporting
	SPC.	Accessing and consolidating data for overall reporting and communication
	Beneficiary countries.	Advice and assistance
	Delivery partners and service providers	Negotiations, communications and reporting Procurement of goods and services

Attributes

No attributes found.

How To Apply

Please submit your online application via this link: <https://jobs.hrmonise.com/details/4791/sprep/PSO-POI-Suva>

Contact for Enquiries

Contact Name: Shinae Sosene-Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: (685) 21929 ext 233

Closing Date: 26 Jun 2026