



## JOB DESCRIPTION

### MTCMSMEC 98/2024: COMMUNICATIONS COORDINATOR, HUMAN RESOURCES UNIT

#### CORPORATE INFORMATION

- |                               |   |
|-------------------------------|---|
| 1. Position Level             | Band H  |
| 2. Salary Range               | \$37,434.18 - \$47,684.02 (Step 1 – Step 4)   |
| 3. Duty Station               | Level 3, Civic Tower, Suva  |
| 4. Reporting Responsibilities | a) Reports to the Minister through the Permanent Secretary<br>b) Liaises with all stakeholders within and outside of Government, including media organisations and the general public |

#### POSITION PURPOSE

The position will be responsible for the effective and efficient communication with the Ministry's stakeholders. The role will also ensure that there is widespread coverage, both through traditional and social media, programmes and initiatives spearheaded by the Ministry.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

- 1) Develop targeted content such as articles, press releases, summaries of Ministerial initiatives, events and other relevant material for traditional and social media channels to increase Ministry's outreach and awareness;
- 2) Undertake in-depth research on matters affecting the Ministry's policies and prepare draft speeches, cabinet submissions, press releases, policies, legal documents, debates, briefs, reports;
- 3) Conduct media monitoring to gauge public perception regarding the work being undertaken by the Ministry and provide reports and recommendations;
- 4) Coordinate information and communication with local and international media outlets;
- 5) Process documents intended for consideration of the Parliament, the Cabinet, the Minister, and Permanent Secretary's Office, and transmit official decisions to internal and external agencies;
- 6) Provide advice to departments and agencies of the Ministry and assure they are informed of decisions of Parliament, Cabinet and the Ministers; and
- 7) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities, where required.

## **KEY PERFORMANCE INDICATORS**

- 1) Increased visibility and awareness of Ministry's work amongst the general public through the use of traditional and social media;
- 2) Regular, up-to-date and consumable content provided for all Ministry media platforms including website, newsletters and social media;
- 3) High-quality and well researched speeches, press releases and other written documents submitted within agreed timelines; and
- 4) All agreed media, communication and information material to promote the work of the Ministry delivered within agreed timeframes and compliant with specific requirements.

## **PERSON SPECIFICATION**

In addition to a Bachelor's Degree in Journalism, Language and Literature, or similar field or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

### **Knowledge and Experience**

- 1) At least 5 years' experience in a similar field;
- 2) Sound knowledge and understanding of communication and media approaches;
- 3) Practical experience in producing media and communication materials (i.e. newsletters, website brochures etc);
- 4) Sound experience in coordinating events amongst a diverse range of stakeholders;
- 5) Knowledge and experience in media relations, including traditional and social media platforms; and
- 6) Demonstrated experience working with media agencies and writing media releases.

### **Skills and Abilities**

- 1) Exhibit outstanding Public Relations skills in a complex service environment;
- 2) Demonstrated ability to prioritise work flow and implement time-management strategies;
- 3) Ability to build and maintain stakeholder relationship;
- 4) Excellent analytical and communication skills (both written and oral); and
- 5) Excellent interpersonal skills to liaise effectively with diverse individuals and organisations (both internally and externally) at all levels.

## **PERSONAL CHARACTER**

Applicants for employment must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.