



## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

### JOB DESCRIPTION: Media Liaison Officer

#### **CORPORATE INFORMATION**

1. Position Level: Salary Band G
2. Salary Range: \$32,999.24 - \$39,284.82
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Reports to:** Communications Coordinator
  - b) **Liaises with:** Government agencies, stakeholders, Media Organisation and Ministry Staff
  - c) **Subordinates:** Nil

#### **POSITION PURPOSE**

This position supports the implementation of the media strategy for the Ministry, including media relations and stakeholder communications.

#### **KEY RESPONSIBILITIES**

This position will achieve its purpose through the following responsibilities:

1. Liaising with internal and external stakeholders including public officials, international organisations and media outlets;
2. Coordinate with the Department of Information to maximise media coverage of the Ministry's activities and disseminate information through media releases, photographs and press conferences;
3. Conduct media monitoring and assist with the development and implementation of communication strategies, policies, and protocols.
4. Assist in coordinating media launches, communications and corporate events.
5. Monitor and respond to public inquiries and feedback;
6. Prepare written material for communication strategies and edit briefings, speeches, media releases, and corporate presentations to ensure compliance with policy and editorial guidelines.;

7. Accompany the Minister and Permanent Secretary to official events to facilitate media coverage. and
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All activities related to principal accountabilities completed and delivered as planned;
2. All activities carried out in compliance with the policy and procedures, service standards and applicable legislation; and
3. Effective and efficient organisation and conduct of all matters for the Permanent Secretary.

## **PERSON SPECIFICATION**

In addition to an undergraduate Degree in Journalism or similar field or equivalent relevant experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 4 years of relevant experience in the media or public relations;
2. Demonstrated experience in providing strategic advice to management on complex media/communications issues; and
3. Understanding of applicable laws of Fiji.

### **Skills and Abilities**

1. Excellent communication (both verbal and written) and the ability to tactfully deal with key stakeholders within the required legislative and policy framework.
2. Ability to establish and maintain effective working relationships within the organization, partners, stakeholders and collaborators;
3. Effective time management and organization skill;
4. Demonstrated ability to analyse and interpret diagrams, maps and reports;
5. Capacity to utilize computers program to support the operations of the complex Organization;
6. Service-orientated approach with a commitment to supporting the operational/corporate environment of the organization; and
7. Ability to provide equitable and timely service to stakeholders and associated agencies.

### **Personal character and eligibility**

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. Applicant must also be Fijian Citizens, under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.