



PARLIAMENT OF THE REPUBLIC OF FIJI



JOB TITLE: Senior Media and Communication Officer

CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary Range:** \$37,434.18 - \$47,684.02
3. **Duty Station:** Parliament. Government Buildings, Suva.
4. **Reporting Responsibilities:**
 - a. **Reports To:** Manager Civic Education and Media
 - b. **Liaises with:**
External: Members of the Media, other relevant agencies
Internal: Members of Parliament, Executive Management and Staff of the Department of Legislature
 - c. **Subordinates:** Parliament Media and Education Officer

POSITION PURPOSE

The Senior Media and Communication Officer will be responsible for leading and managing strategic media and communication initiatives for the Parliament of Fiji, ensuring effective public engagement, accurate dissemination of parliamentary information, and promotion of the institution's visibility and transparency.

KEY RESPONSIBILITIES

1. Develop a comprehensive media strategy that includes press conferences, media briefings, and targeted media outreach to highlight key legislative sessions and parliamentary decisions.
2. Ensure the accurate and timely dissemination of parliamentary information to the public and media outlets.
3. Establish and maintain effective communication channels with internal and external stakeholders, coordinating with various departments to gather and disseminate information accurately and promptly.
4. Write, edit, and proofread press releases, articles, newsletters, and other communication materials, ensuring all content is accurate, relevant, and aligned with Parliament's messaging and branding guidelines.
5. Develop and implement crisis communication plans to manage and mitigate potential public relations issues, providing timely and accurate information during crises to maintain public trust and confidence.
6. Monitor media coverage and public feedback and evaluate the effectiveness of communication strategies to continuously improve public outreach efforts.
7. Actively contribute to Parliament's and corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

1. Official information disseminated on all omni-channel platforms and the intranet are accurate and reliable and delivered within agreed timeframe and standards;

2. All media publications produced, and advice given are of high quality, accurate and reliable; delivered within agreed timelines and in line with policy guidelines, standards and standing instructions;
3. All reporting requirements are submitted within specified timelines and standards;
4. All other agreed tasks and corporate requirements are delivered within agreed standards and timelines;

PERSON SPECIFICATION

Essential Qualification: Bachelor's degree in Journalism, Communications, Public Relations, or a related field. A Postgraduate Degree would be useful but not essential.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Minimum of 5 years of experience in media relations, communications, or a related field.
2. Proven experience in managing digital and written communications across multiple platforms.
3. Good understanding of the Constitution, and all other subsidiary legislations and policies.

SKILLS AND ABILITIES

1. Exceptional written and verbal communication skills with the ability to convey complex information clearly and concisely.
2. Strong understanding of media operations and experience in managing media inquiries and relationships.
3. Proficiency in using digital communication tools and platforms, including social media, content management systems, and analytics tools.
4. Strong skills in writing, editing, and producing high-quality content for various media.
5. Ability to develop and implement effective crisis communication strategies.
6. Excellent interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji operates in a politically sensitive environment. Any person who is and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Department of Legislature and cannot be considered for employment.

All applicants for employment in Parliament must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.