



JOB TITLE: MEDIA AND DIGITAL CONTENT OFFICER

CORPORATE INFORMATION

1. **Salary:** \$32,038.10
2. **Duty Station:** Office of the Leader of Opposition, Parliament Complex, Government Buildings, SUVA.
3. **Reporting Responsibilities:**
 - a) **Reports To:** Manager, Office of the Leader of the Opposition
 - b) **Liaises with:**
Leader of the Opposition, Manager (OLOP), Administrative and Research Officer, Secretary-General to Parliament and Parliament Secretariat Staff.
 - c) **Subordinates:** None

POSITION PURPOSE

The Media and Digital Content Officer is responsible for spearheading the strategic communication objectives of the Leader of the Opposition through the creation of high-impact multimedia content and the management of official digital platforms. The incumbent will enhance public visibility, awareness, and engagement regarding the Opposition's policies, parliamentary oversight activities, and community outreach initiatives.

KEY RESPONSIBILITIES

1. Plan, create, write, edit, and proofread various communication materials, including press releases, articles, newsletters, social media content, speeches, and opinion pieces.
2. Act as a key point of contact for media inquiries and arrange interviews with the Leader of the Opposition.
3. Produce or coordinate content in English, iTaukei, and Fiji Hindi to ensure broad public outreach.
4. Create high-quality visual assets, including posters, digital banners, and social media tiles, using professional design software.
5. Ensure the proper maintenance and security of multimedia equipment (cameras, microphones, laptops).
6. Maintain a systematic and searchable digital library of all press releases, high-resolution photography, and video footage for historical parliamentary records.
7. Ensure all published content complies with the Standing Orders of the Parliament of Fiji, media ethics, and defamation laws.
8. Undertake and assist in other tasks that are required for the effective functioning of the LOP office.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All press releases and media statements for scheduled Opposition events are drafted and distributed within two hours of the event's conclusion.
2. All captured photography and video content must meet professional lighting, framing, and audio standards suitable for mainstream media pickup.
3. Successful execution of at least one major digital campaign per quarter (e.g., a community initiative or policy explainer) that reaches a predefined target audience size.
4. Timely completion of all assigned administrative tasks, such as preparing newsletters or briefing folders, with minimal supervision.

PERSON SPECIFICATION

Essential Qualification:

Bachelor's Degree in Communications, Journalism, Digital Media, Political Science, or related field with ≥3 years' experience, **OR** Diploma in these fields with ≥5 years' experience

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

KNOWLEDGE AND EXPERIENCE

1. 3–5 years in communications or digital media roles.
2. A nuanced understanding of Fiji's socio-political history, current government policies, and the specific role of the Opposition in a parliamentary democracy.
3. Advanced proficiency in Adobe Creative Cloud (Premiere Pro for video, Photoshop/Illustrator for graphics)
4. Skilled in using generative AI tools for transcription, draft generation, and data visualization while maintaining ethical standards and human oversight.
5. Expertise in managing Social media, and emerging decentralized platforms, including the use of paid digital ad targeting.

SKILLS AND ABILITIES

1. Ability to coordinate or produce content in English, iTaukei, and Fiji Hindi to ensure the Opposition's message is inclusive of all Fijian citizens.
2. The ability to remain calm and deliver accurate messaging under the intense pressure of breaking news or political scandals.
3. The ability to take a 50-page Parliamentary Bill and "distill" it into a 60-second video or a 3-slide infographic without losing the core policy message.
4. A proven track record of handling highly sensitive, "embargoed," or confidential political information with 100% integrity.

PERSONAL CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji operates in a politically sensitive environment. While this role supports the strategic objectives of the Office of the Leader of the Opposition, the incumbent must maintain the professional standards of the Parliament of Fiji and ensure their political activities do not bring the institution into disrepute.

All applicants for employment in the Parliament of Fiji 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.