

Job Description

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of National Planning and Development Co-ordination-(MNPDC)

DIVISION/SECTION: Corporate Services

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): **MINISTRY VACANCY REF:** Contracted

POSITION TITLE: Communications Officer

POSITION LEVEL: L12/13 **SALARY RANGE:** \$ 83,475.79 - \$ 91,069.87

THIS POSITION REPORTS DIRECTLY TO: Permanent Secretary

THIS POSITION SUPERVISES: Nil

The position liaises with the Permanent Secretary, Deputy Secretaries, all HODs and staff on all data/ information management and distribution related activities.

SECTION B - SCOPE OF DUTIES

The vision of the Ministry of National Planning and Development Co-ordination is to be "a leading government institution for national planning and development co-ordination in Solomon Islands".

The Corporate Services Division creates an enabling work environment to technical divisions to ensure the Ministry delivers its mandate and achieves its vision and mission. The Corporate Services division comprises the Human Resources unit and the Finance and Accounts unit and they operate to ensure Ministry operations are meeting deadlines, and that compliance functions as set out in the guiding principles in the Constitution, General Orders and Public Financial Management Act are met.

Under the leadership of the Permanent Secretary and Deputy Secretaries, this position will contribute to the corporate functions and objectives of this Ministry by supporting HODs through expert advice on matters relating to internal and external communication, manage publicity, advocacy, information and data dissemination/distribution as required by the ministry. The position will play a key role in enhancing the visibility of resilience strengthening measures undertaken by the Ministry and through coordination with other relevant initiatives, particularly relating to national sustainable development planning and budgeting process and national monitoring and evaluation.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Work with all divisions of MNPDC to develop (through consultative processes) practical communications strategies and information to highlight ministry's main activities.
- In close collaboration with the Programme Quality Unit, communicate successes and document learning to ensure and showcase that the NDS is actually enhancing resilience in the development process.
- Conduct and support monitoring and evaluation exercises to measure impact of development projects/programmes at the national and community level which mainstream

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resilience and risk informing development practices/approaches in achieving the NDS and MTFD objectives. Exchange findings, experiences, lessons learned and new methods with line ministries and partners

- Contribute to enhancing the visibility of relevant risk-informing measures and initiatives, through communication tools such as video, social media, presentations, photos, blogs and other written and visual media
- Identify, build and maintain partnerships through networking and proactive collaboration with line ministries and strategic partners to reinforce cooperation and identify opportunities for advocacy to promote risk informed development.
- Manage, organise and back capturing information with regards to work implemented by technical divisions and the Ministry as a whole.
- Work in partnership with ministerial staff providing media relations advice and support and supervise all of the communication needs of MNPDC, including liaison with other stakeholders and media outlets (news, radio, and TV media).
- The focal point for necessary information sheets/ bulletins/publications, articles and other relevant data are updated and shared internally and externally to stakeholders and made available on signet and ministry database/website.
- Prepare timely press release for the Ministry and upon vetting by the PS, deliver the press release.
- Assist in the preparation of official speeches for the Minister and Permanent Secretary and issue media statements and articles as required.
- Provide compliance and advice for all Ministry's publications and broadcast products, analogue or digital, to ensure that they comply with the standards set by the Government of Solomon Islands.
- Participate in team work with all division staff/HOD and undertake any other duties as reasonably required or directed by Deputy Secretaries or PS.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to the following key deliverables:

1. MNPDC presents a professional up to date image to stakeholders.
2. Ministry's information database and website efficiently managed, updated and maintained.
3. Media is effectively used to communicate the Ministry's key marketing messages, including the importance on resilience and risk-informing development, visibility and promote actions and operations to stakeholders, partners and the general public.
4. Up-to-date and accurate information shared and distributed in a timely manner.
5. Complete all media releases/Government bulletins on time.
6. Compliance with legislation and national policy relating to media.
7. Commitment to Teamwork and 100% attendance (unless on authorised leave) and compliance with Code of Conduct and General Orders.

SECTION E - QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and experience

- Degree in Communications, Media Studies, Journalism or related field
- A minimum of 3 years work experience in media/communication related role, at management level in the public or private sector.
- Familiarity with and understanding of legislation and SIG policies on media reporting and communication processes.
- Literacy in Microsoft Office applications

Capabilities Required

- People: The position requires good people skills with an ability to work proactively as part of a team.
- Technical: The position requires advanced knowledge and technical skills in media and communications/ information management.
- Communication: The position requires excellent written and verbal skills and an ability to comfortably relate at a senior level.
- Report Writing: The position requires an ability to present succinct accurate articles and media reports/publications.
- Research: The position requires in analytical skills in order to be able to carry out in depth analysis of articles /media releases as required.
- Computer: The position requires skills in the use of standard computer applications.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

KSC1. Minimum Mandatory qualification of Journalism and Communication.

KSC2. Demonstrated ability to strategically manage and coordinate the operations of an organization for the effective delivery of agreed outputs.

KSC3. Demonstrated high level leadership skills including the ability to inspire, align and mobilize entire teams to implement its work plan.

KSC4. Demonstrated high level communication and interpersonal skills including the ability to effectively communicate and negotiate with peers and other key internal and external stakeholders.

KSC5. Knowledge of or the ability to obtain knowledge of all relevant legislation, policies and procedures & corporate best practices in Journalism and Communication.

KSC6. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance and abide by all laws, policies, procedures that enhance gender equality and safer workplaces.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,210.31 - \$3,052.69 Annual Salary: \$ 83,475.79 - \$ 91,069.87

Annual Leave entitlement: 28 days per annum plus 2 days travel

Other Conditions of Service relevant to this position:

- Public Service Housing Assistance
- Annual leave travel expenses paid plus \$2500 travel allowances

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SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments:

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