



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: MINISTRY OF ENVIRONMENT, CLIMATE CHANGE, DISASTER MANAGEMENT AND METEOROLOGY

DIVISION/SECTION: Corporate Service

DUTY Station: Honiara

POSITION NUMBER (HRMIS): 299 -00181

Ministry Vacancy Ref: MECDM 06/2024

POSITION TITLE: Senior Communication Officer

POSITION LEVEL: 7/8

SALARY RANGE: \$1,848.59 - \$2,299.26 Fortnightly

THIS POSITION REPORTS TO: Principal Communication Officer

THIS POSITION SUPERVISES: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Environment, Climate Change, Disaster Management and Meteorology is mandated to provide an enabling environment for the sustainable socio-economic development of the Solomon Islands through the application of necessary safeguards on:

- Sustainable use of natural resources
- The Provision of Meteorological Service
- Reducing risk and impact of climate change and other hazards to communities
- Leading and managing disaster preparedness and their consequences
- Developing and supporting the planning and service delivery functions of the Ministry.

JOB PURPOSE

To help achieve the goals and objectives of the Ministry's Corporate Plan through the preparation and implementation of a communication strategy for the MECDM

COPORATE DUTIES

This position will contribute to the MECDM Corporate organization functions and strategies by being responsible for improving communication between MECDM and its partners/stakeholders. This position contributes to fulfilling MECDM corporate strategy to "strengthen organizational capability and visibility to stakeholders".

A) Internal:

Liases with the four technical divisions and the Corporate Service, to make sure that these division's publicity is widely covered throughout the Solomon Islands. The technical divisions have provincial presence in several provinces. It will also be required as tasked to liaise and work in collaboration with internal technical directors, supervisors and staff of all divisions. From time to time this position will also be required to liaise with the Under Secretary and the Permanent Secretary

B) External:

The scope coverage will be extended to all Ministerial stake holders, government agencies, NGO partners, Media team and the public as a whole.

This position will contribute to the corporate functions and objectives of the Ministry, which includes wider awareness coverage on the sustainable safe guard and resilient environment for Solomon Islands.

SECTION C - KEY DUTIES/ JOB OUTPUT

- Through effective communications, MECDM presents a professional and up to date image to stakeholders and government agencies both locally and internationally
- Implement MECDM communication strategies and audience specific information protocols
- Develop press releases, educational information and awareness raising articles
- MECDM website is kept updated regularly
- MECDM radio programme continues unabatedly
- Develop monthly /quarterly newsletters

SECTION D - KEY DELIVERABLES/RESPONSIBILITY AREAS

Management and Administration

- Provide timely reports to supervisors on request
- Ensure all work outputs are completed to an agreed time schedule in accordance with MECDM annual work plan
- Design, develop and deliver positive and effective communication and public relations activities, including maintenance and update ministry website, media releases, newsletters and advertisements and radio programmes.
- Develop brand identity and manage reputational risk
- Coordinate staff in the arranging and running of a number of high profile community events, and represent the association at such events
- Identify and evaluate opportunities to improve the Ministry's media presence to ensure target audiences are being effectively reached
- Support the development and use of social media platforms to further engagement and community-building
- Cultivate relationships with journalists, public figures, relevant organizations and the public

Compliance

- Contribute summaries of communication activities or other relevant statistics to MECDM reports including but not limited to annual/biannual reporting, project based reports and cabinet papers
- Liaison with senior MECDM staff (specifically the PS, US and Minister) regarding formal media communication activities of MECDM and SIG policy.
- Be a good example to other staff members in terms of personal integrity and general work habits, consistent with the Solomon Islands Public Service Code of Conduct

Technical

- Coordinate, develop and implement MECDM's communication strategy
- Maintain and update the ministry website
- Coordinate the ministry's communication programme including radio programme
- Develop and maintain communication outputs (using appropriate media forums) for the MECDM and provide capacity building skills transfer to MECDM staff
- Assist technical divisions and units of MECDM to develop practical communication strategies and information relevant to the mandates of divisions and units
- Develop and maintain linkages and relationships with media outlets (news, radio, TV media)
- Issue media statements/articles as required by the PS

Capacity Building

- Participate in training opportunities to improve ability to deliver effectively on the communications strategy
- Build the confidence of MECDM, staff to contribute to the website, speak on radio, prepare and deliver at communications events (e.g. World Environment Days).

SECTION E – QUALIFICATIONS AND CAPABILITIES

SKILLS REQUIRED

Technical skills	<ul style="list-style-type: none"> • Computer, writing, photography
Special skills required:	<ul style="list-style-type: none"> • Media publications, website design and maintenance
Experience necessary:	<ul style="list-style-type: none"> • At least more than 5 years' experience in a media/ communications role • Experience of report writing and producing media publications considered essential • Small project coordination • High level of oral and written communication skills
Minimum Qualifications:	<ul style="list-style-type: none"> • Diploma in Communications, Media Studies, Journalism or related field. • Experience in a similar role producing media releases and developing relationships with media organizations • Exceptional oral and written communication skills, interpersonal skills and professional presentation • Capacity to work under tight time pressures and maintain high level of accuracy • Experience using social media as a strategic brand positioning and messaging channel • Strong computer literacy, proficiency in desktop software • Experience in website management

SECTION F - KEY SELECTION CRITERIA

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

KSC1. Diploma in communication, Media Studies, photography, Audio Visual, journalism or related field.

KSC2. Experience in related field for more than 5 years, strong leadership qualities and team player.

KSC3. Computer literate in mMicrosoft word, excel, power point and other relate computer software

KSC4. Excellent written and oral communication skills in English.

KSC5. Wider coverage experience in the field of Media Communication and Journalism.

KSC6. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

KEY RESULT AREAS

Key Result Areas	Key Performance Indicators
MANAGEMENT AND ADMINISTRATION	<ul style="list-style-type: none"> • Annual work plan developed • Communications plan activities completed • Approval protocols for website, radio/television and media releases agreed, documented and used
COMPLIANCE	<ul style="list-style-type: none"> • Contribute summaries of communication activities or other relevant statistics to MECDM reports • Approval and confidentiality protocols followed.
TECHNICAL FUNCTIONS	<ul style="list-style-type: none"> • Website has at least three updates per month • Ministry's Radio Programme implemented • Communications strategy is implemented • Effective linkages and relationships with media outlets (news, radio, TV media) • Media statements/articles represent MECDM in a transparent and positive light
CAPACITY BUILDING	<ul style="list-style-type: none"> • Improved skills in areas of the communications strategy • MECD, staff have improved skills and confidence in communications

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary (range): **\$1,848.59 - \$2,299.26**

Annual Salary (range): **\$48,063.39 - \$59,780.68**

Annual Leave entitlement: **28 days plus 2 traveling days**

Other Conditions of Service relevant to this position:

A) *Housing allowance equivalent to 10% of basic pay if house is not provided under SIG Pool*

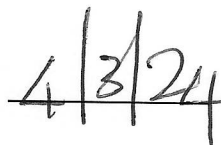
B) *House rental under PSRS after 6 months' probation*

C) *Long Service Benefit after 15 years of Continuous Service*

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:


Permanent Secretary/Responsible Officer



Date Approved

Additional Comments: