



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/OFFICE: Ministry of Education and Human Resources Development

DIVISION: Executive Services

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 272-10057

MINISTRY VACANCY NUMBER:

POSITION TITLE: Communication Manager

POSITION LEVEL: L 12/13

SALARY RANGE: \$89,421.35- \$97,556.32

THIS POSITION REPORTS TO: Permanent Secretary

SECTION B - SCOPE OF DUTIES

Provide administrative oversight to the Executive Services staff and ensure the timely and accurate provision of all authorised Ministry Communication within the Ministry, and with all stakeholders and the public.

SECTION C - KEY DUTIES

1. Draft and distribute Ministry Communications (Press Releases, Circulars, Radio, social media), as authorised;
2. Keep accurate and up to date copies of any templates for communication with other ministries or Cabinet;
3. Draft or support the drafting of cabinet papers as authorised;
4. Provide advice on approaches to appropriate messaging, collect feedback and provide reports on the effectiveness of ministry communications and messaging;
5. Manage the Ministry website, ensuring content is valid, interesting and up to date;
6. Track all communication released from the Ministry, and maintain an accurate archive of all communication released;
7. Ensure accurate and timely communication with stakeholders, as authorised;
8. Ensure all policies, procedures and other relevant documents are disseminated and made available to their authorised audience;
9. Provide administrative oversight to the Executive Services staff;
10. Develop, implement and report on an annual plan that ensures the timely and accurate provision of communication with staff, stakeholders and the public.

SECTION D – KEY DELIVERABLES

1. All ministry communications are high standard, provided on time and as authorised;
2. An accurate and up to date record of all communication issued through the Ministry is available;
3. Ministry website is up to date and has valid, interesting content;
4. Annual work plan is achieved.

SECTION E – QUALIFICATIONS AND CAPABILITIES

- Masters or post graduate diploma in Communications, Journalism, Public Administration, or related field (preferred).
- Bachelor's degree in communications, Journalism, Public Administration, or related field (required).

SECTION F – KEY SELECTION CRITERIA

EXPERIENCE

- 1 – 2 years experience drafting and disseminating effective communication materials for a complex organisation;
- 3–5 years of relevant experience in providing a variety of communication materials for a complex organisation
- Experience across a broad range of communication activities – written, verbal and social media
- Experience working with staff and stakeholders from diverse backgrounds

SKILLS and ABILITY:

- Ability to quickly understand approaches, policies and strategies and devise ways to explain policies to stakeholders from diverse backgrounds
- Ability to draft clear and concise documents in support of policies and strategy initiatives;
- Ability to tailor communication strategies to meet stakeholder needs;
- Fluency in English (written and verbal) is required
- Sound skills in a variety of communication techniques – written, verbal, social media.

Attitude

- High level of integrity, accountability, and commitment to public service values.
- Respect for and the ability to work with people from a range of different backgrounds and values
- Ability to maintain confidentiality and professionalism in all professional matters.
- Commitment to client service and supporting the Ministry in achieving its planned outcomes.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,439.28- \$3,752.17 Annual Salary: \$89,421.35- \$97,556.32

Annual Leave entitlement: 28 days per calendar year.

Other conditions of service as stipulated in the Agreement of Service on appointment.

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

Date Approved

Additional Comments: