

JOB DESCRIPTION – Communications Officer

TEAM/PROGRAM: DRR

LOCATION: Suva

Grade:

Length of Contract: Part-time 2 days per week 9 months

INTRODUCTION

Save the Children is the world’s largest independent child rights development organisation, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation and protection.

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in line with the United Nation’s Convention on the Rights of the Child.

ROLE PURPOSE:

The Communications Officer post is specifically oriented towards the DRR intervention of the El Nino Drought-Proofing Project. The Communications Officer is directly responsible for the development, publication and dissemination of all materials for awareness raising, program promotion, advocacy and SCF profile development in Fiji. The Communications Officer will work alongside the SCF team to maintain and build positive public relationships in Fiji, the region and with SCI members.

SCOPE OF ROLE:

Reports to: DRR Manager/Program Manager

Staff directly reporting to post: None

KEY AREAS OF ACCOUNTABILITY

- Capture all communications requirements for the El Nino Drought-Proofing Project and produce them in a suitable format.
- Collect photos, case studies and process development in a suitable format and aligned with Save the Children’s policies.
- Complete all required paperwork and reports, including monitoring and evaluation, as well as interim and final reports.
- Document and capture all communications requirements for the El Nino Drought-Proofing Project.
- Work with the DRR team to produce required communications in suitable formats, including printed collateral, media releases, and social media and online platforms.
- Collect photos, case studies and process development in a suitable format and aligned with Save the Children’s policies.
- Assist the DRR team to liaise with key stakeholders, including media, program partners and government representatives.
- Complete all required paperwork and reports, including monitoring and evaluation, as well as interim and final reports.
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The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

SKILLS AND BEHAVIOURS - OUR VALUES IN PRACTICE

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity: honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS AND EXPERIENCE

Essential:

- Diploma qualification in Communications and Marketing or related field essential, and at least 2 years' experience working in an NGO or corporate environment, with a demonstrated understanding of community development and community engagement
- Proven experience with developing communications for community projects and a demonstrated ability in achieving agreed deliverables
- Computer proficiency including Word and with the MS Office suite
- Prior experience of working in a fast paced environment and to strict deadlines, managing a complex and diverse workload, maintaining high levels of attention to detail whilst producing high quality outputs
- Strong interpersonal, oral and especially written communication/reporting skills, relationship building skills, and the ability to influence and negotiate with a range of diverse stakeholders
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies
- Commitment to and understanding of Save the Children's aims, values and principles including child rights-based approaches
- Fluency in written and spoken English

Desirable:

- Bachelor Degree qualification in a relevant field highly desirable.
- Experience with relevant interagency humanitarian frameworks and applying relevant standards in an emergency response
- Fluency in Fijian and Hindi an asset
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid class 2 driver's license

Additional:

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check and Working with Children Check.
- The post holder will be expected to carry out their duties in accordance with the SC Equal Opportunities and Diversity policies and procedure and Health and Safety policies and procedures.
- Employees must sign onto Save the Children Fiji's Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance & employment will be measured against KPIs, values and demonstrated behaviours outlined above.

Date of issue: 5/4/16	Author: Monica Butler
Signed: SCF Chief Executive Officer, Iris Low-McKenzie	
Signed: Communications Officer	