

Job Description – Communications Officer

TEAM/PROGRAM: CAEVAC and SCF

LOCATION: SUVA

GRADE: Salary Band 6

INTRODUCTION:

Save the Children International (SCI) 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 accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 30 staff across two offices in Suva and Labasa. SC Fiji thematic programs include Education, Health, Livelihoods, Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.

ROLE PURPOSE:

The Communications Officer will support our internal and external communications strategy, write, and disseminate publicity material as per the organization’s communication Strategy. Collect, collate, and develop most Signiant change stories, in-field success stories and testimonials ensuring that appropriate consent procedures are followed. In consultation with the CEO respond to inquiries from the public and media, and coordinate promotional events.

SCOPE OF ROLE:

Reports to: Program Manager

Staff directly reporting to this post: None

KEY AREAS OF ACCOUNTABILITY

- Develop and implement a communication strategy and annual plans that uplifts the public profile and image of SC Fiji in line with SC Fiji Country Strategic Plan and annual workplans.
- Attend meetings and provide communication materials for internal and external stakeholders.
- Maximise opportunities to build and maintain positive public relationships for the organisation in Fiji.
- Constant liaison with media and advertising contractors
- Manage and be accountable for department work plan.
- To undertake media monitoring
- In consultation with the CEO design and implement publicity campaign
- In consultation with the CEO draft for press releases
- Manage Save the Children media platforms like the website, Facebook page, Twitter page and look for opportunities to expand SC Fiji visibility on other platforms.
- Produce quarterly newsletters in both printed and electronic forms for donor development projects.
- Liaise with Project Managers for development and production of IEC materials.
- Produce video clip and documentary on programmes and events.
- Be organizational photographer.
- Facilitate design of documents and reports for publication.
- Archiving all SC Fiji publication.
- Develop marketing strategies in consultation with CEO for the SCF visibility.
- Ensure compliance with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Undertake other official duties as directed by CEO or other authorized officers.

SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

Accountability:

We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

- Is happy to take responsibility where the necessary skills exist or can be developed.
- Is able to learn from mistakes and successes.
- Enjoys the idea of a challenge and associated learning.
- Is committed and actively seeks out development opportunities.
- Is able to seek out assistance/resources where required.
- Demonstrates personal drive and is able to set own goals and objectives.

Ambition: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.	<ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • Committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities.
Collaboration: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.
Creativity: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.	<ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.
Integrity: We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with SC Fiji policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Hold at least a Degree in Journalism – a higher qualification is preferred.
- Be computer literate.
- Be able to use graphic design programs
- Have experience in updating and managing website.
- Be able to use video and still cameras.
- High level of computer proficiency including Word and MS Office suite in general
- Prior experience working in a fast-paced environment and to strict deadlines, managing a complex and diverse workload, maintaining high levels of attention to details while producing high quality outputs
- Strong interpersonal, oral and written communication/reporting skills, relationship building skill 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 required, and in multicultural settings
- Willingness and ability to dramatically change work practices and hours, and work with in coming 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.
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- Fluency in spoken and written English

Desirable:

- A valid class 2 driver's license.

Date of issue: 31 July 2023

Signed: Chief Executive Officer, Shairana Ali

