



### I. Job Description Position Details

<b>Position:</b>	Communications Officer
<b>TI Fiji Service:</b>	Communications, Media and Information
<b>Responsible to:</b>	Senior Executive Officer
<b>Date of Job Description:</b>	January 2009

### II. Purpose of the position

The Communications Officer carries out TI Fiji's communication strategies by developing and maintaining internal and external communications programmes. The Communications Officer supports the various TI Fiji services and its awareness and advocacy programmes, the aim of which is to eradicate corruption in Fiji.

The Communications Officer reports to the Senior Executive Officer and provides high quality and timely communications support, advice and service to TI Fiji. S/He must coordinate and initiate national media strategies and events.

The Communications Officer is responsible for:

- Providing TI Fiji with good copy writing that results in positive exposure in the media.
- Carrying out TI Fiji communications strategies and processes to ensure that communications are appropriate to their target audience.
- Liaising with TI Fiji staff and Board of Directors to promote media coverage of TI Fiji and keep them informed of key developments.
- Writing and editing a range of materials, including newsletters, media releases, articles, website content, the annual report, brochures and other TI Fiji publications, for internal and external audiences.
- Maintaining and updating the TI Fiji website on a regular basis.
- Developing and maintaining contacts with the media.
- Maintaining contact with TI communications network and issues of concern.

### III. Key Results and Standards

1. Media strategies and other public relations activities are coordinated and maintained.
2. High standard of copy writing, editing and proofing is maintained in the production of communication materials.
3. Copy writing, editing and proofing meets agreed deadlines.
4. Authoritative and timely media responses made on issues affecting TI Fiji.
5. Effective communication and regular liaison maintained with appropriate TI Fiji staff.
6. Effective communication is maintained with TI regional and international offices.

### IV. Person Specifications

#### Qualifications

- An appropriate qualification in journalism or experience in public relations writing is essential

#### Experience

- Minimum 3 years professional work experience
- Desktop publishing (design, writing and editing publications) experience is desirable
- Practical experience in an appropriate media/public relations environment is essential

### **Knowledge and Skills**

- Well developed organisational, administrative and project management skills
- Ability to write appropriate copy for publications from a specific brief
- Computer literacy (word processing/basic desktop publishing)
- Excellent analytical abilities coupled with good writing and communication
- Fluency in written and spoken English, ability to communicate in at least one other Fiji language other than English is desirable
- Strong knowledge of anti-corruption, good governance and development fields is desirable
- Experience with and knowledge of international development actors (particularly bilateral agencies) and an understanding of their communication needs is desirable

### **Personal Attributes**

- Effective interpersonal skills with the ability to communicate with a diverse group of people
- Ability to work under pressure and prioritise tasks to meet deadlines
- A strategic lateral thinker
- A good team player
- A commitment to the goals and mission of TI Fiji and the integrity of its public image

### **V. Work Planning and Appraisal**

The work of this position is planned between the job holder and the SEO and the Board of Directors. It is the combination of the ongoing work described in this job description and objectives set in the annual business plan or work plans.

The Communications Officer shall participate in annual performance review and appraisals based on the position description and the performance agreement which have been mutually agreed to by the Board of Directors and the Communications Officer prior to the commencement of each financial year.

### **VI. Level of Authority**

Ability to act outside this job description, TI Fiji policies or budgets must have prior authorisation from the SEO.

Expenditure approval - nil

**Submit your application with a detailed CV and 3 references on or before Friday, 6th February 2009 to:**

**Senior Executive Officer  
Transparency International Fiji, GPO Box 12462, Suva or  
email: seo@transparencyfiji.org**