

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION: PUBLIC RELATIONS OFFICER

CORPORATE INFORMATION

1. Position Band: F
2. Salary Range: \$22,528.74 to \$28,883.00
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Senior Information & Public Relations Officer
 - b) **Liaises with:** Internal & External Stakeholders
 - c) **Subordinates:** Executive Officers

POSITION PURPOSE

The position assists with all public relations and client support activities of the Office of the Prime Minister. It also assists in providing accurate advice to the Management and the Heads of Department in terms of information dissemination with reference to the media (print, radio, TV and websites).

KEY DUTIES

The position will achieve its purpose through the following key duties.

1. Ensure that key deadlines are met in handling complaints or referrals facilitated through the Office of the Prime Minister (OPM) including the stakeholder meetings;
2. Effectively conduct the monitoring of complaints and reporting to respective Ministries and ensure the timely submission of reports of client complaints and updates of the database;
3. Consult with Heads through the Head of Department forums, stakeholders from other Ministries and agencies through the Stakeholders Taskforce, Client Services and Public Relations Forums, Civil Society, NGOs and regional and international agencies;
4. Assist the Manager Information and Senior Information Officer in terms of media, administration, schedules, presentations, research, analysis and monitoring;
5. Assist the Manager Information and Senior Information Officer in Public Relations activities such as public outreach consultations and preparation of Information Kits;
6. Assist in developing the standard operating procedures, maintain reviews and implementation in compliance with the ministry management policies;
7. Contribute towards the timely review of the Division's strategies and standard operating procedures and identification of best practices that are appropriate for adoption in the ministry; and
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, discipline, performance management and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Build, maintain and sustain professional relations with stakeholders, suppliers and customers through timely communication that enables delivery of activities within agreed timeframes; and
2. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

PERSON SPECIFICATION

In addition to a Bachelor's Degree (or equivalent) in Media, Public Relations, Journalism, Management & Public Administration or similar, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

Knowledge and Experience

1. Three (3) years of work experience in communication and public relations or similar; and
2. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Strong interpersonal, communication and writing skills;
2. Ability to work effectively with internal and external stakeholders;
3. A self-starter, innovative, creative, flexible and be able to work within the timeline to achieve results;
4. Demonstrated research, analytical, problem solving and advisory skills;
5. Ability to develop and interpret statistical data for reporting purposes;
6. Demonstrated ability to work effectively within a team;
7. Ability to solve problems in a resource constrained environment;
8. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
9. Ability to use Computer Programs such as Microsoft Soft Word, Excel and Power Point and able to meet tight deadlines in particular with planning, reporting and information dissemination; and
10. Service oriented approach, with a commitment to supporting the Operational/Corporate environment of the Ministry.

Personal Character and Political Neutrality

All applicants for employment in the Office of the Prime Minister must be Fiji Citizens, under the age of 55 years, in sound health with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.