|  |  |
| --- | --- |
| **POSITION TITLE**: | **Bilingual Reporter – Savali** |
| **DIVISION:** | Press and Communications Division |
| **MINISTRY**: | Ministry of the Prime Minister & Cabinet |
| **SALARY GRADE**: | A8 $21,086 p.a. |
| **POSITION CODE**: | PM002603 |
| **LOCATION:** | Level 4, FMFMII Building, Apia, Samoa |
| **RESPONSIBLE TO:** | Assistant Chief Executive Officer – Press and Communications |

|  |
| --- |
| **Overview of the Ministry:** |
| The Ministry of the Prime Minister and Cabinet operates at the centre of the Executive Government and aims to take a leading role in providing quality advice and service to the Prime Minister and Cabinet to promote good governance, policy coordination and implementation in-line with national strategic goals.  It is responsible for:   * Providing administrative and secretariat support services to the Office of the Head of State, Council of Deputies, the Office of the Prime Minster and Cabinet; * Providing high quality advice to the Prime Minister and Cabinet; * Coordinating and monitoring the implementation of Cabinet decisions; * Protecting Samoa’s borders and promoting economic development; * Promoting transparency through accurate and timely dissemination of government information; and * Provision of effective and efficient financial, HR and ICT support services to the Ministry. |
| **Purpose of the position:** |
| To inform the community with updated, accurate and quality information regarding government developments and events of national interest. |
| **Key relationships:** |
| * Prime Minister and Cabinet * Government Ministries * Public Bodies * Private Sector * Diplomatic Missions * Local and overseas media * General public and local communities |

**Key responsibilities:**

**Research and media coverage**

1. Research, interview and write news articles in both English and Samoan on local events, government decisions and National issues for the Savali Newspaper.
2. Gather information regarding all government events, functions or other issues as directed by Sub-Editor Samoan and Sub-Editor English and ACEO Press and Communication from time to time.
3. Attend press conferences as needed and ask relevant questions on news items.
4. Ensure stories are accurate, fair, and unbiased ensuring adherence to journalism ethics and standards
5. Produce and deliver content for all Savali Newspaper platforms; broadcast, and social media.
6. Assist with uploading of news articles and images for the Savali Newspaper from time to time.
7. Responsible for images and video graphic coverage of local events and government functions and ceremonies, etc.
8. Participate as part of a government delegation to overseas events as needed, to provide media coverage of government related functions and development overseas.

**Networking and managing relationships**

1. Develop and build pertinent professional contacts (local and overseas) for ease of

communication and exchange of news developments and information.

1. Work collaboratively and closely with internal staff; editor, sub-editors and other team members to develop and produce news content to meet divisional goals.
2. Build trust; establish yourself as a reliable and trustworthy source of information.
3. Comply with moral code of professionalism at all times.

**Support Divisional Management and administration**

1. Assist in the implementation and monitoring of Divisional goals ensuring objectives are delivered within time frames and divisional resources are utilised accordingly.
2. Perform other work related duties as required from time to time by Sub-Editor Samoan and Sub-Editor English and ACEO Press and Communication

**Job Competencies:**

|  |  |  |
| --- | --- | --- |
| **MERIT** | **Job competency** | **Descriptors** |
| **SKILLS And ABILITIES** | 1. Planning and Organizing (Essential) | * Consult and liaise with key stakeholders * Schedule activities to ensure optimal use of time and resources * Monitor performance against objectives * Are focused on delivering the best outcome using the resources available * Produce detailed activity plans where objectives are defined and action steps for achieving them are clearly specified * Ensure that divisional key objectives are met. |
| 1. Research and Analytical (Essential) | * Seek all relevant information for problem solving * Probe for the facts * Are analytically agile and analyse issues from different perspectives and draw sound inference from information available |
| 1. Communication & Technical Knowledge (Essential) | * Bilingual with excellent command in written and oral communication in both English and Samoan * Write in a clear, fluent and concise manner * Produce written communication which are appropriate and readily understood by the intended audience * Organise information in a logical sequence * Computer literate (MS Office Applications; Word etc. |
|  |  | * Multi-Skill in video production and software and on-line posting |
| **Personal Attributes** | 1. Building Productive Network(Essential) | * Are able to establish and maintain relationships with people at all levels * Promote harmony and consensus through diplomatic handling of disagreements * Are able to forge useful partnerships with people across business areas, functions and organisations |
| 1. Ethics and Values (Essential) | * Model the Samoa PS Values and Code of Ethics in the work of the Savali Newspaper * Serve the government of the end of the day irrespective of personal preferences * Act with integrity and have high ethical standards * Inspire trust by treating all individuals fairly |
| 1. Flexibility (Essential) | * Adaptable and receptive to new ideas * Respond and adjust easily to changing work demands and circumstances * Innovative and creative ability to initiate new and adaptive processes to continuously improve the unit’s operations * Able to work overtime and/or outside normal working hours |
| **Experience and** | 1. Experience and past Work Performance (Essential) | * Relevant years of experience in journalism or any related field * Proficiency in both languages (written and spoken) is essential. * Basic experience and knowledge in writing articles, conducting interviews, researching stories, and adhering to journalistic ethics (e.g., objectivity, accuracy, fairness). |
| **Past Work Performance** |  | * Proven track record of work performance from previous or current employers and/or organisations |
| **Qualification** | 1. Educational Qualifications (Essential) | Minimum qualification of a Diploma in Communication, Journalism or any relevant field from a recognised tertiary institution. |