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| **POSITION TITLE**: | **Communications Officer** |
| **DIVISION:** | Press and Communications Division |
| **MINISTRY**: | Ministry of the Prime Minister & Cabinet |
| **SALARY GRADE**: | A5 $12,714 per annum |
| **POSITION CODE**: | PM000464 |
| **LOCATION:** | Level 4, FMFMII Building, Apia, Samoa |
| **RESPONSIBLE TO:** | Assistant Chief Executive Officer – Press and Communications |

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| **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 lead in the timely and accurate dissemination of government information to the public and stakeholders (local and overseas). |
| **Key relationships:** |
| * Prime Minister and Cabinet * Government Ministries * Public Bodies * Private Sector * Diplomatic Corps * Local and overseas media * General public and local communities |

**KEY RESPONSIBILITIES**

**Media coverage**

1. Assist with the compilation of Cabinet News/Press Releases (bilingual) when directed to do so.
2. Monitor news outlets locally and abroad and identify issues that may require a response from government and ensure that the 24-hour media response deadline is met.
3. Transcribe audio where directed.
4. Plan/create multi-media communications materials
5. Assist the Senior Communications Officer in research and analyse issues of interest, as identified by Principal Communications Officer and/or Press Secretary.
6. Investigate, analyse and compile appropriate responses to correct inaccurate media coverage within 24 hours.
7. Advise Press Secretary and Principal Communications Officer on appropriate approaches and options to address media criticisms.
8. Assist the Senior Communications Officer in keeping up to date with all government developments, initiatives and plans including bills before parliament and national strategic plans to assist with preparing relevant press releases and/or responses.
9. Where required, ensure the timely and effective coordination and delivery of internal and external communications to ensure ease of access, clarity and consistency of messages.
10. Attend government events/functions to provide media coverage and provide timely information and footage to news providers for dissemination of information from events attended.

**Networking**

1. Initiate, build and maintain relationships and networks both within the Ministry and with external stakeholders to enable effective communication and exchange of information.
2. Ensure the timely dissemination of accurate information on government decisions and local issues.
3. Work and collaborate with local and international media organizations when directed.
4. Maintain updated directory of all Government agencies.
5. Maintain updated directory of all media outlets.
6. Work collaboratively and constructively with others as an effective team member

**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 utilized accordingly.
2. Assist in the compilation of Divisional information for the preparation of the Ministry’s Annual Reports, Divisional budget, Corporate Plan and other relevant plans.
3. Assist to create, develop and maintain a media awareness training programme for public servants.
4. Perform other work related duties as required from time to time.

**Job Competencies:**

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| **MERIT** | **Job competency** | **Descriptors** |
| **SKILLS AND ABILITIES** | Research and Analytical skills | Individuals who demonstrate this capability   * 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 |
| Communication skill | * Excellent written and oral communication in both English and Samoan. * Communicates in both English and Samoan with confidence, maturity and in an articulate manner suitable for the intended audience. * computer literate (Microsoft office applications – Word, Excel, PowerPoint) * Multi-Skill in Info-graphics * Software and On-line posting…ie, Facebook, YouTube, Twitter and Website. |
| Planning and Organizing | * Is focused on delivering the best outcome using the resources available. * Consults and liaises effectively with key stakeholders. * Ensures objectives are defined and action steps for achieving them are clearly specified. |
| **PERSONAL ATTRIBUTES** | Building and sustaining relationships | * Customer focused and committed to effective service delivery. * Able to form and maintain relationships with people at all levels. * Supports team work and building relationships with team members to maintain morale. |
| Commitment and personal drive | * Pursues work with energy and drive. * Committed to the work, team and the Ministry and works together to achieve a common purpose. * Works effortlessly in any circumstances. * Works together to achieve a common purpose. |
| Intellect and judgment. | * Applies intellect and knowledge to weigh up and critically analyse information to draw sound recommendations/conclusions. * Explores options in full and makes sound decisions even under pressure. |
| Ethics and Values | * Acts with integrity at all times. * Role models the Public Service values. * Serve the government of the day irrespective of personal preferences. * Understands the Media Code of Ethics. |
| Flexibility | Individuals who demonstrate this capability:   * Are adaptable * Are receptive to new ideas * Respond and adjust easily to changing work demands and circumstances * Are not bound by old ways of doing things. * Able to work overtime and/or outside normal working hours. |
| **Experience** | Experience | * Relevant years of experience in communication, public relations, journalism or any related area * Experience orfamiliarity with writing press releases, blog posts, social media content, or internal communications. |
| **Past Work Performance** | Past Work Performance | * Proven track record of work performance from previous or current employers and/or organisations |
| **Qualification** | Qualification | Minimum qualification of a Diploma in Communication, English or Linguistics, Journalism or relevant field from a recognized tertiary institution. |