

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Public Relations Officer	3. Salary Level: L11-10	4. Division: Headquarters
5. Reports To: Permanent Secretary/Deputy Secretary/Senior IT Officer	6. Direct Reports: Head of Divisions	
7. Primary Objective of the Position: Public Relations Officer ensures that the image and reputation of Ministry of Infrastructure and Sustainable Energy is maintained and enhanced as an efficient, effective, responsible, and responsive Ministry through high quality communications.		

8. Position Overview	
9. Financial: NIL	10. Legal: Kiribati National Condition of Service, National Building code, Energy Bill and Nippon Toll Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Head of Division • Other Relevant Stakeholders To be referred to Manager: <ul style="list-style-type: none"> • Senior IT Officer 	12. External Stakeholders: <ul style="list-style-type: none"> • Local communities.
13. KEY ACCOUNTABILITIES (Include linkage to KDP (Kiribati Development Plan), MOP and Divisional Plan)	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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- *KDP/KPA: KPA (Key Policy Area) 1: Human Resource Development*
- *MOP Outcome: KPA 1: Human Resource Development 1.5*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Building and maintaining a strong internal culture and a positive corporate and community image	<ul style="list-style-type: none"> • Implement Communication Strategy and design, implement and review activities and community engagement strategies. 	Proactive and Creativity
2. Ensuring the production of high-quality MISE (Ministry of Infrastructure and Sustainable Energy) publications	<ul style="list-style-type: none"> • Coordinate (research and write) internal and external publications, including media releases, newsletters, reports, brochures, media briefing notes and regular newspaper columns. 	Efficient in correspondence with HODs and stakeholders
3. Developing and maintaining good relationships with all stakeholders	<ul style="list-style-type: none"> • Manage media relations, ensuring Public Relations opportunities are created and explored by maintaining positive relationships with the media and by providing them with accurate and timely information. • Publicize MISE's role, innovations, services and activities to the local and wider community, businesses, and government. 	Preparation of programs, like advertisement, releases, etc.

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10. Key Challenges	11. Selection Criteria
<p>At peak work times, additional working hours may be required to meet deadlines. Overtime is payable.</p>	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none">• Degree in Journalism, Communication, Psychology & other Social Science fields. <p>Relevant skills: Digital media skills and relevant community engagements</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Fluent in both English and Kiribati Language• Computer literate• Psychologically & physically fit• Ability to handle pressure• Knowledge of Kiribati Customs and Traditions

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