

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy.		
2. Position Title: Media & Communication Officer	3. Salary Level: L11-10	4. Division: ICT
5. Reports To: Secretary/ Deputy Secretary	6. Direct Reports: Assistant IT Officer	
7. Primary Objective of the Position: <ul style="list-style-type: none"> • To supervise and oversee the implementation of all MISE outreach Programs and to inform, educate, and publicize MISE roles and programs including MISE Acts to a wider audience in Kiribati. • 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: \$	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"> • MISE Staff • HODs To be referred to Manager: <ul style="list-style-type: none"> • Initiatives to improve MISE outreach programs. • Progressive reporting requirements • Leave plan. • Personal conflicts • Weekly updates 	12. External Stakeholders: <ul style="list-style-type: none"> • Media Companies • Government Ministries • Schools • NGOs • Local Communities • General Public. To be referred to Manager/Secretary: <ul style="list-style-type: none"> • Complaints in regard to inaccurate and misleading information delivered. • Any issues associated with the ineffective delivery of awareness programs.

This is 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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

		<ul style="list-style-type: none"> • Unclear advice and poor customer service • Any other matters that cannot be dealt with by the SITO.
<ul style="list-style-type: none"> ▪ 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
Develop and Implement MISE communication Strategy to different Level of Society.	<ul style="list-style-type: none"> • Undertake outreach programs to communities, NGOs, government, Private Sectors and Schools. 	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> • No. of outreach programs undertaken to communities, NGOs, government, and schools. • No of review and update made to the Communication Strategy <p>Outcome: Enhanced public awareness delivery. Proactive and Creative.</p>
	<ul style="list-style-type: none"> • Review and update the Ministry communication Strategy from time to time. 	
	<ul style="list-style-type: none"> • Identify range of Target audience and enhance MISE profile. 	
Implementing School Programs to different level of school. i.e., Pre-schools, Primary Schools, Senior Secondary schools.	<ul style="list-style-type: none"> • Conduct school awareness on MISE events. • Engaging student to participate in all. • To educate and advocate these groups of people to adopt more responsible behavior. • Assist Students on research and information. • Provide accurate information to students and the public 	<p>Performance Indicators/Measures</p> <ul style="list-style-type: none"> • No of the School programs initiated. • No of students participate in all MISE activities. <p>Outcome: Improved level of understanding on all MISE issues at different level of schools and Society</p>
Developing and Designing of MISE IEC (Information, Education, and communication Materials.	<ul style="list-style-type: none"> • Design and develop awareness materials from time to time. • Developing of quarterly Newsletter. • Centralizing awareness materials and information at the ICT Unit. 	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> • No of awareness materials developed or updated. • No of Quarterly Newsletter developed.

This is 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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>Effective use of Social and Mass Media.</p>	<ul style="list-style-type: none"> • Develop newsletter and press releases on a schedule basis • Developing of Radio Scripts, Drama Script to ensure the effective delivery of message reach the public. 	<p>Outcomes:</p> <ul style="list-style-type: none"> • Delivery of information and event is improved and effective. • Improved environment resource center
<p>Celebration of international events at the national level such as World Water, Toilet Day, Energy Efficiency Day. Etc.</p>	<p>Lead and coordinate with the assistance from concerned Units within MISE, Media coverage and other activities to support and honor special events such as World Water Day, Engineering Day, and World Toilet Day.</p>	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> • No. of international event celebrated. <p>Outcome:</p> <ul style="list-style-type: none"> • The level of awareness of the public on important international environmental events. • The public recognized and well supported MISE activities.
<p>Building network and engagement with Local Communities,</p>	<p>Work closely with NGOs, private sectors, and development partners initiatives on environment outreach programs.</p>	<p>Performance Indicators/Measures:</p> <ul style="list-style-type: none"> • No of communities visited and engaged in MISE activities. • No of NGOs initiatives MISE participated in <p>Outcome: Improved collaboration and networking with NGOs</p>

This is 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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none">• Insufficient operational budget• Unavailability of office equipment/ Awareness Tools.• Load of Tasks.	<p>11.1 PQR (Position Qualification Requirement): 1.1 PQR (Position Qualification Requirement): Education: • Degree in Journalism, Communication, Psychology, International Relations & social Science Field. Those with relevant work experience would be at an advantage</p> <p>Skills:</p> <ul style="list-style-type: none">• Excellent communication skills both orally and in writing.• Excellent interpersonal skills.• Presentation skills.• The ability to prioritise and plan effectively.• Digital media skills, such as graphic design, video editing and blog administration.• Social media management experience.• Relevant community engagements <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 Tradition<ul style="list-style-type: none">• Should have good experience on community engagement.• Social with public at all levels.• Mature in his/her approach.• Good personality – respectful.

This is 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.

Approved by:

Date of Issue:

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<ul style="list-style-type: none">• Computer literate.• English spoken and writing skills• Good leadership skills• Capability to handle conflicts
--	--

This is 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.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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.

Approved by:	Date of Issue:
---------------------	-----------------------