

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Office of Te Beretient			
<b>2. Position Title:</b> Communications Officer	<b>3. Salary Level:</b> L12-10/9-7	<b>4. Division:</b> Communication, OB	
<b>5. Reports To:</b> Secretary, OB	<b>6. Direct Reports:</b> (write No. & Position Title) Senior Communication Officer, OB		
<b>7. Primary Objective of the Position:</b> To assist the Senior Communication Officer in working collaboratively with relevant stakeholders for Government public relation issues/matters, publication of government information and to provide media advise to Secretary OB and HE on timely basis.			

<b>8. Position Overview</b>	
<b>9. Financial:</b> NIL	<b>10. Legal:</b>
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• President</li> <li>• Secretary to Cabinet</li> <li>• Secretary</li> <li>• Senior Communication Officer</li> </ul> To be referred to Manager:	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• All Media (BPA, etc)</li> <li>• Ministries and Communities</li> </ul> To be referred to Manager <ul style="list-style-type: none"> <li>•</li> </ul>

**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

- **KDP/KPA:**

*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"> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
<p>Presentation of news and press briefs to HE and Secretary OB when required</p> <p>Timely implementation of Government Communication Strategy</p> <p>A proactive information &amp; communication Division</p>	<ul style="list-style-type: none"> <li>• Reports on government policy, news and initiatives to public through media</li> <li>• Timely press releases, press statements, Presidents and or Ministerial speeches</li> <li>• Travel with Government officials and especially HE externally/internally to cover critical events for Government</li> <li>• Public Relations planning and assessment and branding</li> <li>• Information archives, media contact database and media report analysis</li> <li>• Arrange public appearances for HE to increase and promote awareness to the Public on matters of pressing issues.</li> </ul>	<ul style="list-style-type: none"> <li>- Greater public engagement on key Government activities and initiatives</li> <li>- Greater public access to government information and news, mainstreamed information flow within Government Fulfillment of OB portfolio role in Good Governance and Public Relations</li> <li>- Well kept record of government policy statements, news, press releases, speeches, photos and other multimedia records.</li> <li>- Maintain favorable public perceptions of the government's accomplishment, agenda and overall responsibility.</li> <li>- Improve media Partnership by responding to requests for information from the media or designate an appropriate spokesperson or information source</li> </ul>

**14. Key Challenges**

**15. Selection Criteria**

*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>Mainstreaming information flow within Ministries</p> <p>Obtaining information on timely basis from Ministries and disseminating to media for publication</p> <p>Marketing a Kiribati Government brand identity to Public.</p> <p>Study the objectives, promotional policies, or needs of the government to develop public relations strategies that will influence public opinion or promote ideas.</p>	<p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Certificate Qualification in Journalism or Form Seven School leaving certificate with one year work experience in Journalism Media. Form Six School Leaving Certificate with two years work experience in Journalism Media, Form Five School Leaving Certificate with three years work experience in Journalism Media.</p>
	<p><b>15.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>○ Protocol - Knowledgeable in government and public protocols required when dealing with Government officials, diplomats.</li> <li>○ Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform via written, oral and visual and website media</li> <li>○ English and Kiribati Languages - Knowledge of the structure and content of the English and Kiribati languages including the meaning and spelling of words, rules of composition, and grammar.</li> </ul> <p><b>Ability :</b></p> <ul style="list-style-type: none"> <li>○ Effective communication with the public or with other media.</li> <li>○ Plan or direct development or communication of programs</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>○ Active Listening - giving full attention to what other people are saying, taking time to understand the points being made,</li> </ul>

*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>asking questions as appropriate, and not interrupting at inappropriate times</p> <ul style="list-style-type: none"><li>○ Speaking - talking to others to convey information effectively.</li><li>○ Coordination - adjusting actions in relation to others actions</li><li>○ Social Perceptiveness - Being aware of others reactions and understanding why they react as they do.</li><li>○ Time Management - managing one's own time and the time of others.</li><li>○ Rapport - creating excellent rapport with reporters and people from whom information will be obtained</li></ul> <p>Attributes:</p> <ul style="list-style-type: none"><li>○ Efficient and Effective</li><li>○ Innovative, approachable and cooperative</li><li>○ Social, motivated and committed</li><li>○ Honest, fair, considerate and respectful</li></ul>
--	--

*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:
--------------	----------------