

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Ocean Resources		
2. Position Title: Media Officer	3. Salary Level: 11-10	4. Division/Unit: Corporate Service Division
5. Reports To: SAS	6. Direct Reports: Senior Media Officer	
7. Primary Objective of the Position: For transparency and good governance through the publication of updates and progress of all the Ministry's on-going programs and projects		

8. Position Overview		
9. Financial:		10 Legal: National Condition of service
11. Internal Stakeholders: • HODs • Ministry of Fisheries and Ocean Resources Staff To be referred to Manager: • Drafts of articles • Mamautari Newsletter draft • Sandwatch progress		12. External Stakeholders: • Island Councils • Local Communities • Schools • SPC GSD • ESAT-TACL • FSPK • BPA To be referred to Manager • Final Mamautari Newsletter
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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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Raising public awareness	Assist in the development of advocacy tools and products to raise awareness and the profile of the Mineral Unit under various programs.	Awareness materials
	To assist in developing and implementing an advocacy and awareness strategy of the Mineral Programs, for national levels (different levels).	Awareness strategy
Behavioral change towards reducing vulnerabilities in relation to climate change impacts	Maintain familiarity with current information on sea level rise and climate change impacts in the Pacific on impacts of non-living resources to provide a dissemination service for information of likely benefit to local communities’.	Community consultations and materials
	Ensure the implementation of Publication of a Monthly Mamautari Newsletter	No of publications
	Assist with the undertaking of other mineral division programs	
	Perform any other duties as assigned by the PMOs and Director and Permanent Secretary	

10. Key Challenges	11. Selection Criteria
	11.1 PQR (Position Qualification Requirement): Education: Degree in Journalism

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• Translation of technical papers into Kiribati public awareness materials	Experience 11.2 Key Attributes (Personal Qualities): ○ Knowledge ○ Should have knowledge on program and project management and added advantage of working with donors. ○ Good understanding of the Kiribati communities and different cultures and customs ○ Leadership and management skills ○ Skills: ○ Compute skills ○ Management and leadership skills ○ Demonstrated oral and written communication skills in both Kiribati and English language ○ ○ Attributes ○ Efficient and Effective ○ Innovative and proactive ○ Approachable ○ Ability to take initiative and work without supervision
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