

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Ocean Resources		
2. Position Title: Senior Media Officer - Internal	3. Salary Level: 9-7	4. Division: Corporate Service Division
5. Reports To: Secretary	6. Direct Reports: SAS/DS	
7. Primary Objective of the Position: To manage and strengthen the organization's internal communication by ensuring staff are well informed, engaged, and aligned with the Ministry's or agency's vision, policies, and priorities.		

8. Position Overview	
9. Financial:	10. Legal: National Condition of service
11. Internal Stakeholders: • MFOR Division Staff • HODs To be referred to Manager: • Drafts of articles • Mamautari Newsletter draft	12. External Stakeholders: • Island Councils • Local Communities • Schools • SPC GSD • CPPL • FSPK • BPA • KFL • TACL To be referred to Manager • Final Mamautari Newsletter
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit 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.

Approved by:	Date of Issue:
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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Internal Communication Strategy	Developed and implemented communication plans that keep staff informed about policies, programs, and organizational priorities.	
Information Dissemination	Ensure timely and accurate sharing of information across divisions and staff.	
Content Development	Prepare internal newsletters, bulletins, circulars, and staff updates.	
Media Coordination (Internal)	Manage Official internal media platforms (intranet, notice board or bill board, internal social media groups)	

10. Key Challenges	11. Selection Criteria
Translation of technical papers into Kiribati public awareness materials	11.1 PQR (Position Qualification Requirement): "Degree in Radio Broadcasting and Performing Arts/Community Skills/Publications and/ or related fields. " 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

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	○ 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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