

KEY PERFORMANCE INDICATORS [KPIs]

Performance will be measured through the following indicators:

1. All media queries and responses are verified and disseminated in a timely manner.
2. All Official events are attended and media organizations are notified for reporting and stories published in the newspapers and on-air presentations.
3. Timely commercials awareness to the people of Fiji on information related to Ministry's deliverables through TV and Radio as planned and relevant media campaign to articulate stories of public interest and of greater benefit to them.
4. Effective contribution to Ministry's corporate requirement whenever required.

PERSON SPECIFICATION [KESAs]

In addition to Diploma in Journalism (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role of the post:

KNOWLEDGE AND EXPERIENCE

1. At least 3-4 years' experience in the specific field relevant to the job 2. Advanced computer literacy, in particular use of Microsoft Applications.
3. Knowledge and Experience in preparing reports according to specific standards
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Demonstrated ability in writing reports according to specific standards.
2. Very good Time management skills with attention to detail.
3. Demonstrated ability to multitask, manage conflict and change.
4. Very good communications skills, written and verbal.
5. Ability to maintain confidentiality and neutrality in a sensitive environment.
6. Ability to relate to others.
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization.
8. Ability to work effectively autonomously with attention to detail and a high level of accuracy;
9. Demonstrated ability to cooperatively work as part of a team;
10. Demonstrated analytical and problem solving skills;
11. Must be a critical thinker and be able to work independently;
12. Adheres to the Ministry's communication standards, formats, procedures and style

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment must be Fiji citizens, under age of 60 years, with personal character and background that demonstrates a commitment to the Public Service Values and Code of Conduct. The successful candidate will be subject to confirmation upon receipt of a clear police record.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as these criteria will be considered in assessing the relative suitability of applicants.

Revised date: 13 October 2023