



MINISTRY OF LOCAL GOVERNMENT

ROLE DESCRIPTION: **Technical Assistant (Information)**

CORPORATE INFORMATION

1. **Position Level** : Salary Band E
2. **Salary Range** : \$19,041.75-\$24,412.50.
3. **Duty Station** : (HQ) Suva
4. **Reporting Responsibilities:**
 - a) **Reports To:** Director Local Government
 - b) **Liaises with:** **Internal** - Department and Ministry staff
External - Municipal Councils, National Fire Authority, Others Ministries and Departments, Statutory Bodies, Development Partners, Private Sector and International Organizations.
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for handling the media issues of the Ministry of Local Government and disseminating of information is provided in a timely manner.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities/duties:

1. Issue media alerts on health events and compile weekly health updates to be advertised in the Fijian Media.
2. Accompany Minister and Permanent Secretary to Official events and organize for coverage and media briefing.
3. Managing the Ministry's social media accounts, including posting content and responding to comments and messages
4. Liaise with Head of Departments on the developments and articulate the stories and publish release for public information.
5. Liaise with Fijian Media on the quotes for commercials and advertisements and prepare submission for payment approval.
6. Writing and editing communication materials such as press releases, newsletters, reports, and presentations
7. Actively participate in corporate activities of the Ministry.

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