



JOB TITLE: MANAGER CIVIC EDUCATION & MEDIA

CORPORATE INFORMATION

1. Position Level : Band I
2. Salary Range : \$46,627.14 - \$59,394.10
3. Duty Station : Legislative Services Division
4. Reporting Responsibilities;
 - a) **Reports To:** Head of Legislative Services
 - b) **Liaises with:** Office of the Speaker, Executive Management, Members of Parliament, Secretariat Staff, Stakeholders, Private Organizations, and the Public.
 - c) **Subordinates:** 5

POSITION PURPOSE

The role supervises, manages, and coordinates the development of educational materials for parliament, outreaches, and Parliament awareness activities. It also supervises all publications and communication with the media to increase outreach and citizen engagement.

KEY RESPONSIBILITIES

1. All publications (educational & awareness) are accurate and produced on time and in line with the Community Engagement Strategy.
2. All Media Releases and communications to internal and external stakeholders are accurate and delivered in a timely manner and in line with the relevant Regulations, Guidelines, Standing Operating Procedures and the Department's policies.
3. All agreed Outreaches are delivered within agreed timeframes, and compliant with the Community Engagement Strategy, relevant legislation and policies, processes and procedures.
4. Community engagement activities (tours, youth Parliament etc.) are organised on time in line with the Community Engagement Strategy, with effective engagements and delivered and reported on time as per Unit's Operational Plan.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All publications (educational & awareness) are accurate and produced on time and in line with the Community Engagement Strategy.
2. All Media Releases and communications to internal and external stakeholders are accurate and delivered in a timely manner and in line with the relevant Regulations, Guidelines, Standing Operating Procedures and the Department's policies.
3. All agreed Outreaches are delivered within agreed timeframes, and compliant with the Community Engagement Strategy, relevant legislation and policies, processes and procedures.
4. Community engagement activities (tours, youth Parliament etc.) are organised on time in line with the Community Engagement Strategy, with effective engagements and delivered and reported on time as per Unit's Operational Plan.

PERSON SPECIFICATION

A relevant post-graduate qualification with an undergraduate degree in communication, media, journalism, public administration, marketing or education or a relevant discipline from a recognised institution OR more than five (5) years of experience at the senior level with relevant work experience.

The following Knowledge, Experience, Skills and Abilities are required to undertake this role successfully:

KNOWLEDGE AND EXPERIENCE

1. At least 5 years experience in civic engagement and education activities, advocacy, civil society, institutional development or related technical areas.
2. Has extensive experience working with clients, suppliers, and other external stakeholders.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
4. In-depth knowledge of the Parliamentary processes and procedures, organizational abilities and the ability to be impartial and maintain confidentiality of information.
5. Appreciation of the Fijian and Indian custom, culture/tradition and language.

SKILLS AND ABILITIES

1. Demonstrated ability to manage demanding workload under tight deadlines.
2. Excellent planning and organisation skills.
3. Excellent written and verbal communication skills.
4. Ability to supervise and motivate the team to achieve results.
5. Research skills in learning social media trends, identifying new social media tools and finding real-time online conversations are necessary for this position.
6. Capacity to utilise computer programs to support the operations of complex organizations.
7. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

PERSON CHARACTER AND POLITICAL NEUTRALITY

Parliament operates in a politically sensitive environment. Any person who is and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of Parliament and cannot be considered for employment.

All applicants for employment in Parliament must be under the age of 60, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate and police clearance prior to taking up duty.

The Parliament of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills, and abilities required for the job will be considered in assessing the relative suitability of applicants.