



JOB TITLE: PARLIAMENT MEDIA AND EDUCATION OFFICER

CORPORATE INFORMATION

1. Position Level : Band G
2. Salary Range : \$32,038.10 - \$40,429.04
3. Duty Station : Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Manager Civic Education and Media, Senior Media and Knowledge Management Officer AND Senior Parliamentary Education Officer (Civic Ed).
 - b) **Liaises with:**
Internal Clients: Speaker, Members of Parliament, Secretary-General to Parliament, Deputy Secretary General, and Parliamentary Staff.
External Clients: Government Ministries and other key stakeholder agencies
Subordinates: Nil.

POSITION PURPOSE

The position provides logistical and administrative support to facilitate the effective and efficient execution of all media-related activities associated with Parliament. This includes the management of Parliament's social media platforms, comprehensive analyses, and initiatives aimed at raising awareness of Parliament's work. Additionally, the role involves collaboration with Parliament Education to engage in outreach efforts within and beyond the precincts of Parliament.

KEY RESPONSIBILITIES

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

1. Assist the Senior Media and Knowledge Management Officer in delivering comprehensive media coverage by composing press releases, capturing photographs, and producing short videos that document parliamentary activities. This includes events featuring the Honorable Speaker, Members of Parliament, Standing Committees, diplomatic visits, and other departmental engagements.
2. Assist in the enhancement of the Parliament's social media platforms. Conduct analyses and prepare periodic reports to facilitate informed decision-making.
3. Assist in producing newsletters, supplements, and coordinating video production logistics for Parliament.
4. Assist in developing and implementing parliamentary tours, school visits, and community outreach initiatives.
5. Accurate and timely advice and support is provided to assist with planning and implementation of education initiatives for Parliament.
6. Develop media databases and broadcast lists and maintain and strengthen relationships with media outlets and members of the media.
7. Actively contribute to all department and corporate requirements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Efficient and effective administrative and logistical support services in the facilitation of outreach programs to ensure their successful execution and impact in-line with agreed timeframes and in accordance with required standards and feedback;
2. The professional and timely facilitation of media coverage for incoming and outgoing dignitaries, guests, the Speaker, and Members of Parliament is conducted in accordance with established standards and within the agreed-upon timeframes;
3. Assist in the maintenance of an effective and efficient records management system within the Unit to ensure timely access to and retrieval of documents.
4. All other agreed tasks and corporate requirements/activities are submitted to SPEO, SMKO and MCEM within agreed timeframes and required standards

PERSON SPECIFICATION

A Bachelor's Degree in Communication, Journalism, Language and Literature, Political Science or equivalent from a recognized institution with 3 years relevant work experience OR Diploma in Communication, Journalism, Language and Literature, Political Science or equivalent with more than 5 years relevant work experience.

The following knowledge, experience, skills, and abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3-5 years of relevant work experience in a similar role with one year of supervisory exposure or similar.
2. Experience carrying out education programmes and experience in using information technology tools for public outreach.
3. Extensive and practical expertise in all dimensions of journalism.
4. Understanding of the Fijian Constitution and other policies and legislations.

Skills and Abilities

1. Strong oral communication skills to effectively engage with diverse workgroups, coupled with the ability to analyze information and produce high-quality written materials.
2. Demonstrate a high level of proficiency in the utilization of computer programs, electronic devices, cameras, digital recorders, and video equipment to effectively support the operational activities of the organization.
3. Demonstrates the ability to adhere to established guidelines while exhibiting strong attention to detail. Committed to maintaining confidentiality and neutrality, this individual adopts a pro-active and professional demeanor.
4. Upholds high standards of performance, effectively prioritizes tasks, and efficiently manages multiple responsibilities. Applies relevant processes accurately to ensure the completion of work within designated timelines.
5. A customer-focused and service-oriented approach emphasizes a commitment to supporting the operational and corporate environment of the organization.
6. Demonstrates exceptional written and verbal communication abilities, encompassing proficient public relations skills.
7. Service-oriented approach and ability to develop, coordinate and maintain stakeholder relationships.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of the Republic of Fiji 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 the Parliament of the Republic of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of the Republic of Fiji must be under the age of 60, in sound health, and have a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of the Republic 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 when assessing the relative suitability of applicants.