



## JOB TITLE: Parliament Television and Production Officer

### CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$37,434.18 - \$47,684.02
3. Duty Station: Civic Education and Media Unit
4. Reporting Responsibilities:
  - a) **Reports To:** Manager Civic Education and Media
  - b) **Liases with:** Office of the Speaker, Office of the Secretary-General to Parliament, Deputy Secretary-General, Head of Divisions, Members of Parliament, Staff and other stakeholders
  - c) **Subordinates:** Nil

### POSITION PURPOSE

This position is responsible for the creating, planning & production, and execution of contents for the Parliament Channel on Walesi and Social Media platforms to ensure high-quality and effective communication of Parliament activities to all our stakeholders.

### KEY RESPONSIBILITIES

1. Develop and produce new content that communicate parliamentary activities, decisions, and events for Parliament Channel and Social Media platforms
2. Develop, review and edit educational videos for Parliament Channel and Social Media platforms.
3. Create infographics on Parliament events, Standing Committees and other activities for the Parliament Channel and Social Media platforms.
4. Script, film, edit and finalize contents to ensure high quality and accuracy.
5. Coordinate with the Standing Committee secretariat on contents for awareness of all live submissions, public consultations on Bills and other documents.
6. Assist unit Manager in preparing budgets for television programs, ensuring projects are completed within the allocated budget.
7. Plan specific oral and visual details, including set design, staging, camera shots, and effects, to achieve the most effective presentation.
8. Continuously seek ways to improve the quality and effectiveness of television broadcasts and productions.
9. Stay updated with the latest trends and technologies in production, and implementation of innovative solutions.
10. Actively contributes to the Unit's initiatives and activities, including planning, budgeting, and human resource activities.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure that all television and Social Media content are up-to-date and produced within the agreed timelines.
2. Ensure that new contents are created every quarter to meet the television schedule with at least 95% of projects completed within the agreed timelines.

3. Prepare and manage budgets for television programmes and Social Media content, ensuring that all projects are completed within the allocated budget, with no more than 5% variance.
4. Achieve a stakeholder satisfaction rating of at least 90% in quarterly surveys conducted among internal and external stakeholders regarding television and Social Media content
5. Active participation in Unit meetings and specific activities

### **PERSON SPECIFICATION**

An undergraduate degree in Marketing, Communications, Journalism, Public Relations or relevant discipline from a recognized institution with more than 3 years' experience in similar role.

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 position requiring the knowledge and application of marketing strategies and techniques, along with writing for an external audience.
2. Good understanding of the Fijian Constitution and all other relevant legislative and policy framework.
3. Knowledge of media issues, social marketing theory and practice, communications strategies and implementation and behavioural sciences.
4. Knowledge of marketing, public relations, advertising, promotion and other marketing communication methods.
5. Technical knowledge of using a range of audio and visual equipment.
6. Proficiency with Microsoft Office, especially PowerPoint, Excel, Word, Proficiency with graphics, especially Adobe Photoshop.

### **SKILLS AND ABILITIES**

1. Organizational abilities and the ability to be impartial, confidential and to make firm decisions.
2. Demonstrates behaviour that reflects high levels of performance and a strong work ethic; has a focus on results, ethical decisions, and balance.
3. Demonstrated ability to manage demanding workloads and tight deadlines.
4. Ability to effectively work independently and within a team with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities.
5. Excellent written and verbal communication skills including public relations skills.
6. Service-oriented approach and ability to develop, coordinate and maintain stakeholder relationships.
7. A good working knowledge of Microsoft Office Suite and in particular Word, Excel, and PowerPoint.
8. Ability to think creatively and see all potential angles of a story confidence.

### **PERSON CHARACTER AND POLITICAL NEUTRALITY**

The Parliament 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 Fiji and cannot be considered for employment.

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

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.