



# MINISTRY OF HOUSING

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## CORPORATE SERVICES DIVISION

### ROLE DESCRIPTION: SENIOR ADMINISTRATION OFFICER (MEDIA LIAISON)

#### CORPORATE INFORMATION

1. **Position Level:** Salary Band G
2. **Salary Range:** \$32,038.10 – \$40,429.04
3. **Appointment Period:** Open ended until retirement age is reached
4. **Duty Station:** Korobasaga House, Gorrie St, Suva
5. **Reporting Responsibilities:**
  - a) **Reports to:** Manager Human Resource
  - b) **Liaises with:** Divisional Heads and staff, government agencies & stakeholders.
  - c) **Subordinates:** Nil

#### POSITION PURPOSE

The position facilitates effective communication between the government, the Honorable Minister and Permanent Secretary's office and the general public through media.

#### KEY RESPONSIBILITY AREAS

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

1. Provide sound advice on policy matters and administrative support on events to foster community relations, including drafting press materials for the Minister and the Ministry, media conferences, exhibitions, open days and meetings;
2. Ensure that the Minister's and Ministry social media platforms are administered and updated in a timely manner;
3. Organize the Ministerial schedule, meetings, appointments and manage travel itineraries;
4. Coordination and facilitation of the Minister's parliamentary statements and responses;
5. Handle complaints referred to the office of the Minister;
6. Ensure Minister's safety and wellbeing when conducting community visits and organized sessions;
7. Ensure that the Ministry efficiently and systematically responds to issues raised by the general public with the highest level of courtesy and professionalism;
8. Actively contribute to all corporate requirements of the Ministry, including planning, quality customer services, employee health and safety, recruitment and selection, discipline and performance management activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Effective and efficient media coverage covering both quality and quantity;
2. Quick response time to the media inquiries;
3. Compliance with applicable legislation, policies, procedures, guidelines and service standards;
4. Timely submission of quality reports and programme documentation;

## **PERSON SPECIFICATION**

In addition to a Bachelor's degree in Journalism, Public Relations, Communications or any other related field, the following Experience, Knowledge, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years' relevant experience in a similar role;
2. Proven experience in media landscape in terms of familiarity with industry trends and emerging media technologies;
3. Understanding of crisis communication and reputation management;
4. Proven experience in organizing press events, conferences or media briefings;
5. Understanding of the Fijian Constitution (2013), media regulations and applicable laws of Fiji.

### **SKILLS AND ABILITIES**

1. Proficient communication skills and the ability to craft clear, concise and persuasive press releases, articles and other written materials;
2. Sound interpersonal skills who can work cooperatively within a team environment;
3. Ability to analyze media coverage, audience sentiment and campaign effectiveness to inform future strategies;
4. Strong organizational skills and the ability to meet tight deadlines;
5. Ability to manage multiple tasks simultaneously including event planning, press releases and media outreach campaigns;
6. Have a strong attention to detail skills;
7. Capacity to utilize computer programs to support the operations of complex organization;
8. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

## **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Housing must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Housing is an Equal Employment Opportunity Employer where all. All applicants are encouraged from all eligible, qualified applicants. However only those that acquires the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability.