



## OFFICE OF THE ATTORNEY-GENERAL

### JOB DESCRIPTION: MEDIA LIAISON OFFICER

#### CORPORATE INFORMATION

1. Position Level: Band G
2. Salary Range: \$28,605.45 - \$38,140.60
3. Duty Station: Suva, limited travel to divisions and districts as required.
4. Reporting Responsibilities;
  - a) **Reports To:** Attorney-General and Solicitor-General
  - b) **Liaises with:** Senior professional staff, Government ministries and departments.
  - c) **Subordinates:** Nil

#### POSITION PURPOSE

To support the implementation of the media strategy for the Office including media relations and stakeholder communications.

#### KEY DUTIES

The position will achieve its purpose by assisting the Attorney-General and Solicitor-General through the following key duties.

1. Liaising with internal and external stakeholders including public officials, international organisations and media outlets;
2. Coordinating with the Department of Information to maximise media coverage of the Office's activities and dissemination of information through media releases, pictures and press conferences;
3. Media monitoring and assisting with the development, implementation and evaluation of communication strategies, policies and protocols;
4. Coordinate media launches, communication and corporate events which may on occasion, involve out of hours work to organise and attend such events;
5. Handling public inquiries and feedback;
6. Prepare written material for inclusion in communication strategies and edit written material such as briefing, speeches, media releases, as well as corporate presentations to ensure it complies with policy and editorial guidelines;
7. Accompany the Attorney-General and Solicitor-General to cover for official events for media coverage purposes; and



## **OFFICE OF THE ATTORNEY-GENERAL**

8. Maintain relationships with staff throughout the Office, key stakeholders and media representatives to promote effective information dissemination and communication to raise awareness of issues and promote resolutions.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All activities related to principal accountabilities completed and delivered as planned;
2. All activities carried out in compliance with the policy and procedures, service standards and applicable legislation.
3. Effective and efficient organisation and conduct of all matters for the Attorney-General.

### **PERSON SPECIFICATION**

In addition to an undergraduate Degree in Journalism or similar field or equivalent relevant experience; the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role :

### **KNOWLEDGE AND EXPERIENCE**

The applicant should possess:

1. At least 4 years post tertiary qualification experience or 6 years of relevant experience in the media and or public relations;
2. Demonstrated experience in providing strategic advice to management on complex media/communications issues; and
3. Understanding of applicable laws of Fiji;

### **SKILLS AND ABILITIES**

1. Excellent organisational skills;
2. Excellent communication skills and the ability to tactfully deal with key stakeholders within the required legislative and policy framework;
3. Ability to follow instructions and meet set deadlines, in particular with regard to stakeholder liaison and administrative activities;
4. Demonstrated ability to work cooperatively within team environment;
5. Demonstrated ability to maintain confidentiality, in a public sector environment;
6. Capacity to utilise computer programs to support the operations of complex organisation; and
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.



## **OFFICE OF THE ATTORNEY-GENERAL**

### **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Office of the Attorney-General must be Fijian Citizens, in sound health, aged below 60 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 Office of the Attorney-General is an Equal Employment 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.