

FIJIAN ELECTIONS OFFICE

JOB DESCRIPTION: PUBLIC RELATIONS & ENGAGEMENT COORDINATOR (C4/2019)

CORPORATE INFORMATION

1. Position Level: Coordinator (Ongoing, Core HQ Staff)
2. Salary Range: FJ\$45,000 to FJ\$65,000 per annum.
3. Duty Station: Suva, travel to provinces and districts required.
4. Reporting Responsibilities:
 - a) **Reports to:** Supervisor of Elections
 - b) **Liases with:** Other FEO Directors through the Director; other Divisional staff; Community Groups and Stakeholders
 - c) **Subordinates:** Stakeholder Awareness Officer / Assistant, Graphics Designer Assistant, Civic Awareness Coordinator, Civic Educators and Assistants when appointed

POSITION PURPOSE

This position is responsible for handling FEO's Public Relations. The position ensures accurate, informative and attractive communication, information and education materials are available and distributed to all stakeholders.

KEY DUTIES

This position will achieve its purpose through the following key duties. Working with relevant FEO staff, stakeholder and community groups, in accordance with legislative requirements and to meet the operational timing of the General Election and other Elections:

1. Design material for public education / electoral information sessions;
2. Ensure all stakeholder communication is developed and distributed in an accurate and timely manner, including press releases and other information for the media;
3. Ensure the appropriate storage of research materials and FEO publications so that they are available when and where required;
4. Manage, motivate and train Stakeholder Awareness Officers/ Assistants and Civic Educators to enable them to deliver public education / information sessions;
5. Work with Community Groups/stakeholders to disseminate official information materials on elections and voting procedures;
6. Liaise within FEO to develop communication / information plans and schedules and ensure the appropriate timing of all information releases and voter education sessions;
7. Provide input to keeping the website content factual, engaging and in compliance with all legal requirements and the needs of the FEO;
8. Provide input to corporate and operational plans.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Strategic Plan Goal is achieved
2. All activities within the Strategic Plan completed and delivered as planned;

3. Communication Plan developed and implemented
4. Accurate, informative and attractive information and materials developed and available for use with stakeholders and for provision to media.

PERSON SPECIFICATION

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

Knowledge and Experience

1. At least 3 years (post qualification, supervisory level) experience delivering communications, public relations or community level stakeholder information programs;
2. Sound knowledge of communication techniques and methods for delivering outreach programs to suit different community levels and needs;
3. Knowledge of Electoral Systems and methods for communicating material to meet community and stakeholder needs;
4. Understanding of the Fijian Constitution (2013) and applicable electoral and media laws of Fiji;
5. Understanding of teams and how to build and maintain high performing teams;

Skills and Abilities

1. Demonstrated ability to manage and motivate staff at different levels and from different backgrounds and experience;
2. Demonstrated ability to give clear and concise instructions to enable staff to meet tight and immovable deadlines;
3. Demonstrated ability to communicate with people from different cultures, backgrounds and education levels;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Highly developed graphic design skills, and the ability to design information materials to meet a wide range of community needs;
6. Capacity to utilise computer programs to support the operations of a complex organisation;
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Qualification

Under Graduate qualification in Marketing, Journalism, Communications and / or Public Relations is essential. Relevant Post Graduate qualifications in one of these areas would be highly regarded.

Personal Character and Political Neutrality

All applicants for employment in the Fijian Elections Office (FEO) must be in sound health, with a clear police record and be politically neutral. The successful applicant will be required to provide a police clearance report.

The Fijian Elections Office (FEO) 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 FEO and cannot be considered for employment.