



## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

## 1. IDENTIFICATION

<b>AGENCY:</b> <i>Public Services Commission</i>	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> <i>COMCS.016</i>
<b>OFFICE:</b> <i>(Name of Office if it is none of the above)</i>	<b>DESIGNATION/CLASSIFICATION:</b>  <i>Senior Media &amp; Publication Officer – Grade 14</i>	
<b>DIVISION:</b> <i>Corporate Services</i>	<b>LOCAL DESIGNATION:</b> <i>Senior Media &amp; Publication Officer</i>	
<b>BRANCH:</b> <i>Media &amp; Publication</i>	<b>REPORTING TO:</b> <i>Principal Media &amp; Publication</i>	<b>SYS. POS. NO:</b>  <b>REF. NO:</b> <i>COMCS.016</i>
<b>SECTION:</b> <i>(Name of Section where position is located)</i>	<b>LOCATION:</b> <i>WAIGANI</i>	

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>(Agency Reference/File No.)</i>	<i>(Structure approved date)</i>	<i>(Record of how position has changed)</i>
<i>O&amp;ASS3-2-20</i>	<i>20.10.2000</i>	<i>Created</i>
<i>O&amp;as3-2-20</i>	<i>14.11.2001</i>	<i>J.E. Reclassified. Adopted new concept of J.D. &amp; Revised Duties.</i>
<i>O&amp;AS3-2-20</i>	<i>12.9.2003</i>	<i>Create</i>
<i>Impl: 6-2-5</i>	<i>27.7.07</i>	<i>Renumbered / Redesigned / Reclassified</i>

## 2. PURPOSE

*To provide effective back-up support and assistance to the Principal Media & Publication Officer to produce the Commission's Annual Reports to Parliament and to also be able to write stories and the PSC Today Newsletter, as well as produce pamphlets, leaflets and flyers highlighting the roles and functions of the Commission to its clients and relevant stakeholders amongst other publications authorized by the Commission.*

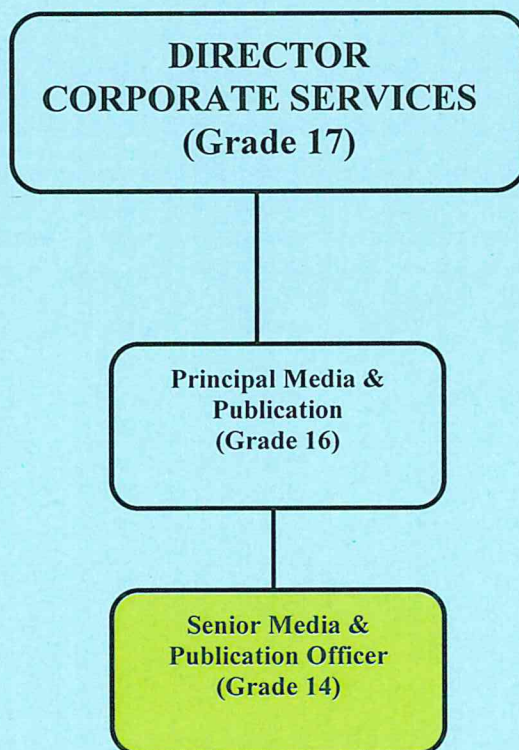
## 3. DIMENSIONS

*The Branch has a total staff level of three (3) with two (2) reporting directly on matters concerning the operations of the Unit. The required facilities include three (3) computers a printing machine and three (3) filing cabinets.*



#### 4. NATURE AND SCOPE REPORTING RELATIONSHIP

*The Senior Media & Publication Officer reports directly to the Principal Media & Publication Officer. In the absence of the Principal Media & Publication Officer, the Senior Media & Publication Officer reports directly to the Director.*



##### 4.1 WORKING ENVIRONMENT

Assist the Principal Media & Publication Officer in the media and publication matters of Commission, in compliance with the Public Services Commission (PSC) vision, mission, Capacity Building Plan (CBP), together with the effective c-ordination and implementation of the Commission's management, corporate and strategic plans.

##### 4.2 . CONSTRAINTS FRAMEWORK AND BOUNDARIES

- Rules/procedures

Broad knowledge of the Public Service (Management) Act; the General Orders; Public Finance (Management) Act; the Organic Law on Provincial & Local Level Government Act and other relevant legislations.



- **Decision**

Be prepared to make informed decisions on Annual reports, Press releases and other publications such as Newsletters, Pamphlets, Corporate and Annual Plans. Furthermore, decisions on resource requirements of the Unit.

#### **4.3 CHALLENGES**

- The Commission's Annual Report is completed and submitted to the Parliament through the Office of the Governor General by the 31<sup>st</sup> March of each year.
- Publication of materials such as press releases, pamphlets, monthly / bi-monthly newsletters and other relevant materials as required by the Commission.
- All publications such as Annual Reports, press releases, pamphlets, newsletters and others are of high quality.

### **5. QUALIFICATIONS, EXPERIENCES AND SKILLS**

#### **(a) Qualifications**

Appropriate University degree/diploma preferably in Journalism from a recognized tertiary institution.

#### **(b) Knowledge**

The intending candidate must have:-

- Good knowledge and understanding of the roles and functions of Public Services Commission;
- Must have some broad knowledge of the Public (Management) Act 1995 (as amended 2014) and General Orders;
- Must be able to use various publishing software to produce quality newsletters and pamphlets amongst other publications;
- Knowledge of us Microsoft Publisher, Photoshop,, Adobe Audition amongst other publishing and media software.

#### **(c) Skills**

Must have the ability to demonstrate the following:

- Excellent communication skills both written and spoken English.
- Good planning and analytical skills.



- Public Relations and interpersonal.
- Good appearance (dress in tidy attire & neatly)
- Good sense of duty, very co-operative, reliable and adaptable;
- Good job attitude and ability to learn new concepts or ideas; and
- Loyal, honest, trustworthy, transparency.

**(d) Work Experience**

**The Candidate must have;**

- A minimum of three (3) year work experience as a journalist in the mainstream media or a public relations role.
- Be able to conduct interviews and write press releases and speeches;
- Extensive knowledge of producing brochures, newsletters and pamphlets amongst other publishing and media software.

**(e) Qualities:**

**The candidates must at all times.;**

- Be transparent, honest and trust worthy both within and outside of the Commission;
- Have sober habits.
- Be a team player and must be able to work well with others within the Branch as well as other Divisions.
- Have a good sense of duty and able to meet deadlines.
- Have good attendance and punctuality to work, and
- Must have a professional appearance and attitude when conducting work related to the Commission.

**Principle Accountabilities**

- To create quality newsletters and pamphlets containing information about the roles and functions of the Commission or information authorized for release by the Chairman.
- To write news copies for the PSC Today Newsletter and website.

- To write press releases as authorized by the Chairman of PSC and be able to write up speeches for either Chairman or Commissioners to present at various conferences or speaking engagement.