



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

Department:	Position Number:
Public Services Commission	COMCS.017
Division:	DESIGNATION/CLASSIFICATION:
Corporate Services	Assistant Media & Publication Officer – Grade 12
Branch:	LOCAL DESIGNATION:
Media & Publication	Assistant Media & Publication Officer
Section:	Reporting to:
	Principal Media & Publication Officer
Location:	Incumbent:
Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2. PURPOSE

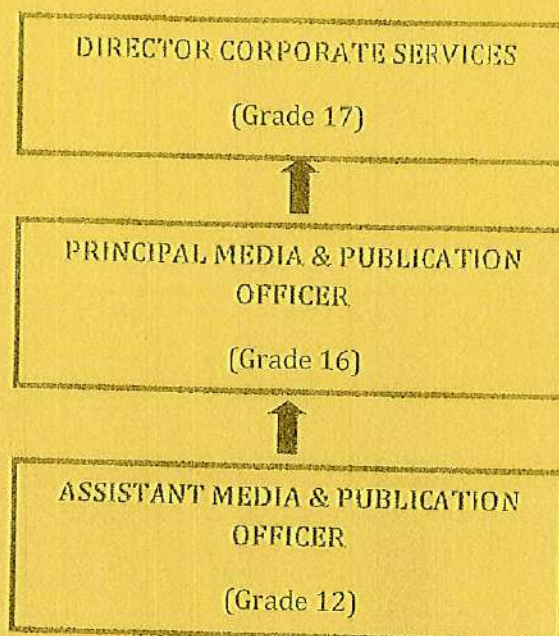
To manage the bulk of the administrative responsibility of the Media & Publication Branch by collecting quotes for printing jobs as well as monitor and coordinate the printing of any publication of the Commission; and to effectively monitor and track news coverage on issues involving PSC and its immediate stakeholders.

3. DIMENSIONS

The Assistant Media & Publication Officer is one (1) of two (2) staff of the Branch who report directly to the Principal Media & Publication Officer;

- 1 X Principal Media & Publication Officer.
- 1 X Senior Media & Publication Officer.
- 1 X Assistant Media & Publication Officer.

4. NATURE AND SCOPE (Reporting Relationship)



5. PRINCIPAL ACCOUNTABILITIES

- Field incoming media requests including scheduling interviews and press conferences; collecting quotes for printing jobs; review logistics and resources of the Branch and maintain the up-keep and logical order of a Media Library.
- Archive press and print materials for future reference in the Media Library.
- Provide administrative and media support to the Principal Media & Publication Officer and Senior Media & Publication Officer by effectively implementing goals set out in the Branch Work Plan.
- Undertake research into projects or stories delegated by the Head of the Branch.
- Assist with editing and distributing the Commission's publications including writing press releases and website posts.

6. MAJOR DUTIES

- Maintain a professional working relationship with media contacts for an effective media coverage of matters of the Commission.
- Be able to write journalistic and marketing material for the PSC Today Newsletter and Website.
- Able to proof read and edit articles and publications.

- Able to liaise with external stakeholders and printing agencies surrounding the Commission's publications.
- Assist with awareness, news and media plans.
- Regularly review communication strategies of the Branch on its effectiveness in disseminating information from the Commission through various publications, print and on-line trends.
- Have the ability to organize media conferences; contact media to attend conferences and nurture them on the day of the conference.

7. WORKING RELATIONSHIP

Internal

- Secretary of the Commission;
- Divisional Directors; and
- Staff of the Secretariat.

External

- Publishing/Printing Agencies;
- Constitutional Offices;
- Government Departments;
- Provincial Administrations;
- Non-Government Organizations; and
- Media.

8. CHALLENGES

- Provide support to the Principal Media & Publication Officer and Senior Media & Publication Officer to ensure the Commission's Annual Report is completed and submitted to Parliament through the Office of the Governor General by or no later than the 31st of March each year.
- Build and maintain a professional working relationship with the media, printing agencies/organizations, Provincial Administrations and Government Departments for the successful distribution of the Commission's publications/press releases.
- Be able to use various publishing software to produce quality newsletters, pamphlets and brochures for the Commission.
- Be able to work alongside staff within the Branch to successfully implement goals set out by the Branch Head in its Annual Work Plan.
- Be honest, transparent and trust worthy within and outside of the Commission.
- Good sense of duty and must be cooperative, reliable and adaptable to tasks that arise within the Branch and Commission and work well with peers.

- Have a good dress sense to portray a professional appearance. A good attendance and punctuality to work must be maintained at all times.

9. SKILLS

Job Specific Skills

- **Communication:** Must possess a highly effective written and oral communication and representation skills. Be able to evaluate the effectiveness of marketing trends against strategic and operational guidelines outlined in the PSC Media Operational Guideline Handbook.
- **Stakeholder:** Demonstrated ability to build and sustain effective collaborative relationships with a network of key entities like our clients, stakeholders and media. Represent and promote the Commission at all times.
- **Publication:** Have a creative flair when contributing ideas for the PSC Today Newsletter, Website and other publications of the Commission.
- **File Management:** Be able to maintain logical and organized files and archiving of publications and photo imagery of events surrounding the Commission and its staff into a Media Library.

10. QUALIFICATIONS & WORK EXPERIENCES

- **Qualification:** A Bachelor's Degree/Diploma in Journalism, Communication or Public Relations (PR) from a recognized tertiary institution.
- **Work Experience:** Have a minimum of three (3) years working as a journalist or PR officer. Be able to conduct interviews, write news articles for print, broadcast and on-line mediums. Have extensive knowledge of creating brochures, newsletters and pamphlets using a wide range of publishing and media software applications.
- **Teamwork:** Be able to work well with colleagues from within and outside of the Branch, to effectively meet the goals and aspirations set out by the Commission.
- **Values:** Must demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and must accept responsibility for one's actions at all times and must be of sober habit.
- **Computer literacy:** Be able to use computer applications such as MS Word, MS Excel; create presentations using MS Power Point, have sound knowledge of using MS Publisher and other publishing software to create newsletters, pamphlets and other material.