



DEPARTMENT OF COMMUNICATION AND INFORMATION

JOB DESCRIPTION

1. IDENTIFICATION

	POSN. NO: 0580000025	REF. NO: ICIO.43
DEPARTMENT: Information Communication and Technology	DESIGNATION/CLASSIFICATION: Public Relation Officer TV Grade 12	
OFFICE/AGENCY:	LOCAL DESIGNATION: Grade 12 Public Relations Officer TV	
DIVISION Delivery Wing	REPORTING TO: Manager Information Dissemination	POS. NO: ICIO.43
BRANCH: INFORMAITON	HIGHEST SUBORDINATE: Executive Manager Information Dissemination & Cyber Safety	
SECTION: INFORMAITON DISSEMINATION	LOCATION WAIGANI, PORT MORESBY	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
ORG: 00/1	17 th March 2021	Created

1. PURPOSE

- To provide supportive roles to the Manager Information Dissemination in ensuring that effective and reliable information is transmitted to the Government and Public;
- Maximizing publicity on critical ICT Developments in the Country within Government Systems; and
- Exhausts all TV Media Outlets to appropriately disseminate relevant Awareness Campaigns of Government – Based Programs & Activities of the Industry.

2. DIMENSION

Financial – Nil	Staff supervised – Nil	Others- Nil
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3. PRINCIPAL ACCOUNTABILITIES

- Reports to the Manager Information and Dissemination of the Information Branch;
- Work within the framework of the enabling NEC Decision No: 292 of 2003, Public service Management Act, Public Service (Finance) Management Act, Public Service General Orders and other Procedures & Processes; and
- Promotion of Collaborative Partnership with NICT, NBC, and other Government agencies in delivering needed information nationwide.

4. MAJOR DUTIES

- To plan and develop scripts, presses, newsletters and other TV publicity materials as may be determined by the Senior Managers and Deputy Secretary – Information Branch;
- Work within the framework of the enabling NEC Decision No: 292 of 2003, Management Act, Public Service Management Act, Public Service (Finance) Management Act, Public Service general Orders and other Procedures & Processes; and
- Collate and produce content on national events
- Maintain register and planner for national events
- Communicate and produce publications for Department including calendar, planner, diary and other branding merchandise
- Produce annual planner and calendar for Department
- Assist Division Head in organizing national events and reporting to respective governing bodies and;
- Must keep a most up – to – date Database of Materials and Information going out to TV Stations including all other relevant Mas Media Outlets

- Promotion of Collaborative Partnership with NICTA, NBC, and Communication Providers and where possible do it through the TV Airwave Mediums;
- Contribute news items for OIC's publications and other newsletters
- Produce Press releases and Awareness & Educational Programs of the Industry for appropriate TV Broadcast;
- Assist other Divisions and Branches of the Department

5. NATURE AND SCOPE

- The Senior Information Officer is to be based in the Information & Dissemination section of the Delivery and Information wing.
- Planning publicity strategies and campaigns. writing and producing presentations and press releases. dealing with enquiries from the public, the press, and related organizations. organizing and attending promotional events such as press conferences, open days, exhibitions,
- Collate and produce content on national events

6. REPORTING & WORK RELATIONSHIPS

6.1 Internal

The Position reports to the Manager Information Dissemination;
Consult with Counterparts for facilitating DCI Work performance

6.2 External

- Liaise with other Department and Industry Players for Possible TV – Script Input requirements;
- Keep regular contact with state Protocol and Ceremonies as well as the Government House for official news gathering;
- Must be readily available at all times to take assignments even at short notice;
- Develop and maintain an on – going TV Community Network into the Rural Population appropriate for ICT Information dissemination; and
- Keep close contact with Development Assistance Donor Agencies & SPC

7. WORK ENVIRONMENT

- This position is based in Waigani, Port Moresby, however where the need arises the incumbent may be required to take official duty travels out.

8. QUALIFICATIONS, EXPERIENCES AND SKILLS

8.1 Qualifications

- An appropriate Diploma or Bachelor in Journalism or related field

8.2 Knowledge

- Must be knowledgeable in news and report writing with 3 or more years in the field of Journalism.
- Well informed of preparing press releases, short TV scripts, basic awareness information, equipment's and applications

8.3 Skills

- Must Possess Skills in writing and reporting in writing and reporting TV Information;
- Good communication Skills in English, Tok-Pisin and Motu ; and
- Good Public Relations

8.4 Experience

- At least 3 or more years as Radio Journalist and / or news writer report in established organization; and
- Experience in Radio/TV publications