



## DEPARTMENT OF COMMUNICATION AND INFORMATION

### JOB DESCRIPTION

#### 1. IDENTIFICATION

	<b>POSN. NO:</b> 0580000024	<b>REF. NO:</b> ICIO.44
<b>DEPARTMENT:</b> Information Communication and Technology	<b>DESIGNATION/CLASSIFICATION:</b> Publications Officer online                      Grade 12	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> Publications Officer Online	
<b>DIVISION</b> <b>Digital Government &amp; Information Delivery</b>	<b>REPORTING TO:</b> Manager Information Dissemination	<b>POS. NO:</b> ICIO.40
<b>BRANCH:</b> INFORMAITON	<b>HIGHEST SUBORDINATE:</b> Executive Manager Information Dissemination & Cyber Safety	
<b>SECTION:</b> INFORMAITON DISSEMINATION	<b>LOCATION</b> WAIGANI, PORT MORESBY	

#### HISTORY OF POSITION

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

#### 1. PURPOSE

- The Publications & National Content Officer provide supportive roles to Communicate critical information effectively to the public. Being aware of the dangers of browsing the web, checking emails, releases and prepare information for distribution by media outlets. Draft speeches and arrange interviews for government officials.
- Maximize publicity on critical ICT Development in the Country and within Government systems;
- Exhaust all and Mass Media outlets to appropriately disseminate relevant awareness Campaigns of Government Based Program & Activities of the industries

**2. DIMENSION**

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

- Leads cyber incident response collaborates with the organization to improve processes.
- Provides information on publication and content mentoring and training to DICT and other Government department as appropriate
- Leads vendor risk management and responds to outside vendor request for information, questionnaires, baselines and provides status reporting and metrics to leadership on at least a quarterly basis.
- Assist manager Information Dissemination with the development and implementation of security and safety requirements and initiatives.
- Provide weekly reports to Management.
- Develop script for video production.

**4. MAJOR DUTIES**

- Develop appropriate guidelines for publications public servants
- Plan and develop scripts, press releases and newsletters and other publications as maybe determined by the Senior Managers and Executive Manager Information.
- Liaise with stakeholders such as NICTA, Censorship in developing cyber safety master plan.
- Organize public relations activities on publication and content safety for the target audience.
- Prepare promotional publication and content material – video publications, social media posts well before Safer Internet Day Celebrations
- Develop workplan for unit
- Device distribution network plan for publications.
- Monitor publication and content incidents for possible response.

**5. NATURE AND SCOPE**

The Publications officer is to be based at Waigani, Tisa Ruma Haus, of the Information and Dissemination section of the Delivery and Information Wing and performs all , particularly verifying and making awareness of the

among the public, do promotions on publications material.

## **6. REPORTING & WORK RELATIONSHIPS**

### **6.1 Internal**

This Position reports to the Manager Information Dissemination

### **6.2 External**

Liaise with stakeholders such as NICTA, Censorship in developing cyber safety master plan.

## **7. WORK ENVIRONMENT**

- This position is to do with publication awareness and is based in Waigani, Port Moresby, however where the need arises the incumbent may be required to take official duty travels out of the office, and in doing so;
- The Publications Officer/ Online will be knowledgeable in risk management, training and mentoring to gain more trainings to performing its daily task.

## **8. CONSTRACINTS FRAMEWORK AND BOUNDARIES**

### **8.1 Rules and Procedures**

The Publications Officer is guided  
by the;

- Internal management and operational polices of the Department,
- Department Internet control measures,
- ICT and other relevant government development policies
- Public sector reforms
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

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

### **9.1 Qualifications**

- Diploma or University Degree in Journalism, Computer Science or related field as desirable.

### **9.2 Knowledge**

- At least served 3-5 years as a journalist