
WATER AUTHORITY OF FIJI

**REF: 1034 CORPORATE
COMMUNICATIONS OFFICER
RE-ADVERTISED
(VATUNIBALE DEPOT)**

Purpose

The Corporate Communications Officer - Northern is responsible for facilitating the effective management of WAF's internal awareness programs, events, publications and general corporate communications in the Northern Division This position reports to the Team Leader Corporate Communications as well as to the Manager Infrastructure and Service Delivery – Northern and therefore also assists in successfully executive strategic communications outcomes as and when required.

Principal Accountabilities

1. Team Leader and executive management's media communication needs fully supported
 - Team Leader effectively and efficiently assisted in successfully delivering the following:
 - Development of relevant corporate communications strategies for implementation
 - Development of OPEX and CAPEX (where relevant) Budgets for the Corporate Communications function
 - Addressing the corporate communications needs/outcomes of WAF SBUs including but not limited to SBU functions, press releases etc.
 - Effective management of promotional materials stock ensured and timely revisions and reordering done when required, in partnership with the marketing team
 - Advice and support on all Corporate Communications related issues and risks provided to the Chief Executive Officer, through the Team Leader
 - Corporate Communications reports submitted to the Chief Executive Officer, through the Team Leader, as required from time to time.

- All WAF Depots and offices throughout the country fully branded following WAF's established corporate branding procedures

2. Efficient and effective corporate communications function fully supported

- Timely and quality delivery coordination of all WAF media releases (written, video and sound grabs) ensured
 - Press releases drafted and issued to Team Leader and relevant SBUs for finalisation
 - Monthly media statistic updates developed and provided WAF's line ministry when required
 - Information notes, and written materials for dissemination to local and international media drafted and disseminated for widest possible circulation, within the established budget
 - Media contact list created and maintained
 - Effective working relationship established and maintained within the media industry
- Timely and quality administration of press conference and monthly WAF newsletter
 - Press conferences prepared and administered
 - Monthly WAF newsletter drafted and submitted for approval and WAF newsletter disseminated widely
- All corporate communications photographs and videos effectively managed, documented and saved in a library.
 - internal library and external library platforms used e.g. YouTube
- Effective and timely coordination of all internal and external communications
 - WAF's internal awareness programs, events, publications and general corporate communications effectively managed
 - Timely and quality assistance provided towards developing, implementing, reviewing and improving all Corporate Communications policies, processes and procedures.
 - Tenders for Annual Reports & Yearbooks are processed and evaluated on time and submitted in a timely manner to the Procurement Team
 - Worked with internal and external business partners and vendors to meet departmental outcomes including coordinating all internal and external communications

- Annual work plan/daily work schedules efficiently and effectively addressed and annual performance measures achieved
3. Timely, relevant and compliant reporting
- All internal and external (if any) reporting requirements associated with the outcomes of this role fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted in a timely manner
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information request by superiors addressed in a timely manner
4. Teamwork and cooperation
- Cooperation within the team and greater function / department achieved
 - Cooperation across functions / departments ensured
 - Worked collaboratively to achieve the set targets and goals
 - Other related duties assigned by the Team Leader Corporate Communications effectively and efficiently addressed
5. Organisational Values promoted and demonstrated at all times
- Support toward the alignment of deliverables to organisational values and strategic directions ensured
 - Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Knowledge & Experience

- Diploma in Journalism or Media
- Minimum of three years of experience in a similar role and within a large organisation
- Ability to meet tight deadlines and work under pressure.
- Must have strong capacity for analysis, communication and information management.
- Ability to handle large volume of work and have excellent organization skills.
- Demonstrated ability to work in a team environment and able to work under minimal supervision

- Understand and be fluent in the use of software applications, such as Word and PowerPoint, Photoshop, HTML, Adobe Master Class.
- Have the ability to multi-task and set priorities and manage time efficiently.

Skills & Abilities

- Promote team morale and build commitment towards a common aim.
- Ensure work delegated is completed in an effective and timely manner, accepts accountability.
- Identify the important issues and select an established procedure to address the problem

Remuneration

(\$17,960.00 - \$22,450.00)

WHERE TO SEND YOUR APPLICATION

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked “**Confidential REF: 1034 Corporate Communications Officer (Vatunibale Depot)**” and should be received no later than **15 July 2022** and could be:

Mailed to:

The Manager Human Resources or
Water Authority of Fiji

Hand delivered to:

Human Resources Unit or
Level 3, Manohan Building

Emailed to

hr.recruit@waf.com.fj