

POSITION DESCRIPTION

REF 1428: PRODUCTION OFFICER (GRAPHICS, REPORTS & VIDEOGRAPHY) - NATIONAL OFFICE

Salary Scale	An attractive remuneration package will be offered to the successful candidate	Position Type	Established
Structure:	Department:	Audit & Executive Support SBU	
	Sub – Section	Communications & Stakeholder Engagement	
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and setting up water supply systems in rural areas.

Position Objective

As a Production Officer specializing in graphics, reports, and videography, you will be responsible for creating compelling visual content that aligns with WAF's brand identity and engages our audience.

Key Accountabilities

- Record high-quality videos for various purposes, including promotions, events, and informational content.
- Edit videos using industry-standard software resourced by WAF to ensure a polished and engaging final product. This includes cutting footage, adding effects, and maintaining a consistent style and branding.
- Assist Team Leader Communications and Manager Communications and Stakeholder Engagement to come up with strategies for effective online video sharing and optimization for social media and other digital platforms.
- Collaborate with different teams internally and externally through Team Leader Communications and Manager Communications and Stakeholder Engagement to ensure that video content promotes inclusivity and gender equality, aligning with company goals and values.
- Create visually appealing designs for projects such as advertisements, marketing materials, and branding elements; and assist the Brand Champion Manager Communications and Stakeholder Engagement and the unit's operations being the custodian of WAF branding.

- Produce digital and print assets, including website graphics, social media visuals, and printed materials, that are creative, inclusive, and environmentally friendly.
- Edit and enhance images to meet project requirements and maintain visual consistency.
- Work closely with team members and clients to understand project needs and present design concepts that effectively communicate our message.
- Develop and maintain a shared folder of WAF's images library accessible to staff for use.

Position Specification

Competencies

QUALIFICATION & EXPERIENCE REQUIREMENT

- Trade Certificate in Graphic Design, Multimedia Arts, Film Production, or a related field.
- Proficiency in industry-standard software such as Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, Illustrator, InDesign).
- At least 4 years' experience of videography, video editing, and graphic design, with a strong portfolio showcasing your skills

SKILLS, & ABILITIES

- Good understanding of video production techniques, including lighting, sound, and camera operation.
- Strong creative vision with the ability to conceptualize and execute projects from start to finish.
- Exceptional communication and collaboration skills internally and externally, with the ability to work effectively in a team environment.
- A passion for promoting inclusivity, gender equality, and environmental sustainability through creative content

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages 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: 1428: Production Officer (Graphics & Videography) – National Office and should be received no later than **5pm on 12 July 2024** and could be:

Mailed to:

The Manager Human Resources

Water Authority of Fiji

PO Box 1272, Suva

Hand delivered to:

or Human Resources Unit

Level 3, Manohan Building

Corner Wainivula & Kings Road

Emailed to:

or hr.recruit@waf.com.fj