

POSITION DESCRIPTION

REF 1434: CORPORATE COMMUNICATIONS & STAKEHOLDER ENGAGEMENT OFFICER – VATUNIBALE DEPOT

Salary Scale	An attractive remuneration package will be offered to the successful candidate	Position Type	Established
Structure:	Department:	Customer Experience SBU	
	Sub – Section	Communications & Stakeholder Engagement	
Location:	Vatunibale Depot		

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 the Communications and Stakeholder Engagement Officer, you will play a vital role in cultivating and maintaining strong relationships with stakeholders in the designated Division.

Key Accountabilities

- Cultivate and maintain strong relationships with stakeholders in the designated Division.
- Serve as a communication bridge between the organization and external stakeholders, ensuring effective collaboration and alignment of goals.
- Identify and address stakeholders' needs, concerns, and expectations, offering appropriate responses and solutions.
- Organize stakeholder meetings, workshops, and events to gather feedback, encourage dialogue, and foster a sense of community.
- Coordinate with internal teams to address stakeholder issues and integrate feedback into project planning and decision-making processes.
- Assist Team Leader Stakeholder Engagement and contribute to the development and execution of stakeholder engagement strategies that are tailored to the unique needs and preferences of stakeholders in the Northern Division.

- Stay informed about relevant developments, policies, and issues impacting stakeholders and organizational operations in the Northern Division.
- Prepare reports, presentations, and other materials to communicate stakeholder engagement activities, outcomes, and recommendations to internal and external stakeholders.
- Represent the organization at external events, conferences, and meetings related to stakeholder engagement and community relations, as requested by RMO.
- Supply relevant communications content, pictures and videos where possible on stakeholder engagements or events to Team Leader Communications for publishing on relevant platforms.

Position Specification

Competencies

QUALIFICATION & EXPERIENCE REQUIREMENT

- Bachelor's Degree in Communications, Community Development, Social Policy or a related field.
- At least 4 years' experience in stakeholder engagement, community relations, or a related field.

SKILLS, & ABILITIES

- Strong interpersonal skills and the ability to build and maintain relationships with diverse stakeholders.
- Excellent communication skills, both written and verbal, with the ability to effectively convey information to various audiences.
- Strategic thinking and problem-solving abilities, with a focus on finding innovative solutions to address stakeholders' needs and concerns.
- Ability to organize and facilitate stakeholder meetings, workshops, and events.
- Knowledge of relevant tools and techniques for stakeholder engagement and communication.
- Ability to work effectively both independently and as part of a team.
- Flexibility and adaptability to work in a dynamic and fast-paced environment.
- Sound event management skills
- Commitment to the organization's mission and values.
- Multi-lingual capabilities, understand and able to speak, write and present in one of the main Vernacular languages in Fiji.

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: 1434 Corporate Communications & Stakeholder Engagement Officer – Vatunibale Depot 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