

## **POSITION DESCRIPTION**

The Voice Inc.

### **AM100032 - Marketing and Communications Officer**

The **Voice Inc. (TVI)** is a dynamic Papua New Guinean development organisation that supports individuals and groups to progress positive change in their nation, communities and in public and social policy. TVI has been operating for over 17 years and supported thousands of young people, groups and organisations across 12 provinces. Applications are invited from qualified and experienced professionals for this role based in Port Moresby.

#### **MARKETING AND COMMUNICATIONS OFFICER**

This position is responsible for supporting the Marketing and Communications Manager to deliver The Voice Inc communications plan.

#### **Key Responsibilities:**

- Coordinate, support, review and update the Quality Management System and the electronic documents
- Ensure the communication calendar is updated and content is disseminated on schedule across relevant platforms
- Ensure content is prepared in advance for dissemination in liaison with the content creators
- Ensure posts from TVI social media are in line with the Marketing and Communications Manager's direction and communication calendar
- Ensure website updates and the regular flow of content from Clean Gen activities onto TVI social media sites
- Assist online platform staff with branding advice and content sharing
- Coordinate the regular TVI community gathering events as required
- Ensure events have correct merchandise and are effectively branded
- Keep stock control of TVI merchandise and maintain client database
- Coordinate purchase, tracking and distribution of merchandise to staff and events as required
- Assist the Marketing and Communications Manager to deliver the Monthly TVI newsletter, including writing and dissemination of media releases
- Ensure relationship with print providers and procurement of print space for articles, including logistics and procurement process with TVI and Radio partners/providers
- Assist Marketing and Communications Manager ensure TVI's branding requirements are adhered to in external print, online and merchandise
- Ensure storage and availability of branded templates and material for staff to use
- Prepare monthly and regular communications data for TVI's monitoring and evaluation system
- Record media mentions and articles in the Media Log.

#### **Expected Competencies:**

- Bachelor's Degree in Communications, Journalism, Marketing or a related field
- Minimum of two (2) years' experience in a similar role
- Experience in developing and implementing effective communications strategies for non-profit organizations
- Experience in developing positive relationships with a range of stakeholders, including media organisations and donors
- Strong organizational and project management skills, especially production scheduling
- Familiar with social media platforms, website development and content management systems.

**This position is open to PNG citizens only.**

#### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 4<sup>th</sup> October 2024**

*Only shortlisted applicants will be contacted*

**(Previous applicants need not to apply)**

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**