

POSITION DESCRIPTION

Independent Commission Against Corruption

AM100038 - Senior Communications Officer

The **Independent Commission Against Corruption (ICAC)** was established by *Part VIII Division 3 of the Constitution and the Organic Law on the Independent Commission Against Corruption 2020 (OLICAC)*. The purpose of the ICAC is to contribute to preventing, reducing, and combating corruption in collaboration with other agencies.

Applications are invited from qualified and experienced professionals for this Port Moresby based position.

SENIOR COMMUNICATIONS OFFICER

The role will be responsible for overseeing the external communications function within the communications branch, contributing to developing effective communication strategies to support initiatives and activities of the Independent Commission Against Corruption.

Key Responsibilities:

- Develop ICAC's media policy and stakeholder strategies
- Establish/manage relationships with media (newspapers, TV, radio etc)
- Map stakeholders and design bespoke comms approaches
- Design key ICAC messages for different stakeholder groups
- Produce media statements and help to coordinate media conferences
- Prepare ICAC officials for media interviews / engagement
- Be the ICAC voice at media interviews, if needed (Commissioners will likely be the primary voice – context dependent)
- Brochure/factsheet development (with ICAC subject matter expert advice)
- Respond to media stories and requests
- Media monitoring activities
- Supervise junior media officials and graphic designer/photographer, which includes graphic design and merchandise management
- Manage media/comms related projects, including with external bodies (e.g. UNODC and UNDP)
- Develop ICAC newsletter and online reports
- Manage ICAC's social media accounts
- Manage content on ICAC's internet site
- Develop relationships with media teams in other government entities
- Carry out other duties as required by the Executive Director and Members of the Commission.

Expected Competencies:

- Bachelor's Degree qualification in Journalism, Communications, Arts, Business, Public Relations, Political Science or similar
- Minimum of 5 years professional work experience in a similar role in the government or non-government sector
- Proven leadership experience, driving high performance and quality output
- Proven experience in overseeing corporate communications and public relations activities through various communication platforms (social media, print media and others)
- Experience in developing and delivering internal and external communication strategies, editorials and inhouse marketing programs
- Proven experience in desktop publishing
- Excellent business writing and presentation skills
- Attention for detail; editing and proof-reading skills

- Good analytical skills
- Knowledge of Microsoft 365, Adobe design tools, Word Press
- Ability to foster effective working relationships with internal and external stakeholders.

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 alternatively, call (+675) 7500 7500.

Applications close COB Wednesday, 23rd October 2024

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to 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.