

## **POSITION DESCRIPTION**

Independent Commission Against Corruption

### **AM100039 - 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.

### **COMMUNICATIONS OFFICER**

This role will be responsible for assisting the Senior Communications Officer to coordinate media engagements, internal communications, website and intranet content updates and facilitate events management to effectively communicate information relating to the work of the Independent Commission Against Corruption.

#### **Key Responsibilities:**

- Support the team to:
  - Develop ICAC's media policy and stakeholder strategies
  - Map stakeholders and design bespoke comms approaches
  - Design key ICAC messages for different stakeholder groups
  - Develop ICAC newsletter and online reports
  - Manage ICAC's social media accounts
- Establish/manage relationships with media (newspapers, TV, radio etc)
- Media monitoring
- Work as a team member, providing administrative support as needed
- Brochure/factsheet development (with ICAC subject matter expert advice)
- Assist with media/comms related projects, including with external bodies (e.g. UNODC and UNDP)
- Draft intranet and internet content, including articles, updates and event summaries
- Carry out other duties as required by the Executive Director and Members of the Commission.

#### **Expected Competencies:**

- Bachelor's Degree in Journalism, Communications, Arts, Business, Public Relations, Political Science or similar
- Minimum of 3 years of professional work experience in a similar role in the government or non-government sector
- Good understanding, experience and professional networks to manage corporate communications and public relations programs
- Excellent knowledge of communications including developing and delivering internal and external communication strategies, editorials and internal marketing
- Sound understanding and knowledge of desktop publishing
- Excellent business writing and presentation skills
- Eye for detail in editing and proof reading
- 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](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Wednesday, 23<sup>rd</sup> 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](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.**