

POSITION DESCRIPTION

Independent Commission Against Corruption

AM8090 - Senior Advisor, Communications

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 role based in Port Moresby.

Senior Advisor – Communications

This role will report to the Director Communications, and will be responsible to provide the day-to-day communications advice to the Commission using a broad set of communications strategy, marketing and media skills, to enable the ICAC to effectively implement its roles and functions.

Key Responsibilities:

- Deliver the ICAC's communications strategy including production of publications, developing content, brand management and messaging through various communications channels
- Work with the Engagement and Awareness team (part of the Communications branch) to develop awareness related communications content and make recommendations for application of the most appropriate and effective communications methods, tactics and strategies
- Manage the ICAC's social media accounts and the website. This also includes developing and managing content, addressing any issues and ensuring the social media accounts and the website are regularly updated
- Manage or contribute to the ICAC's social media presence to ensure the ICAC has an effective and responsive presence with relevant and up to date content
- Ensure that ICAC communications follow the agreed brand guidelines and take corrective action if required
- Lead or contribute to ICAC publications, such as the Annual Report, corporate or strategic plans, newsletters, prevention guidelines or collateral
- Ensure all ICAC publications are edited and proofread before printing, dissemination or publication to ensure they are of a high standard and meet stakeholder expectations
- Prepare or assist in preparing external speeches and presentations for the members of the Commission or ICAC staff, as required
- Contribute to the development of the Communications Branch/or ICAC's communication strategy and plans
- Maintain ICAC's relationship with the media, in the absence of the Media Relations Adviser or as required, through formulating media strategies, responding to media queries preparing responses and or media releases – in consultation with members of the Commission and relevant ICAC staff
- Oversee and effectively manage internal communications processes, procedures and systems and address emerging issues as required
- Develop and maintain relationships with key external stakeholders or parties, such as other government departments, private sector organisations, NGOs and/or civil society
- Support the work of team members, including coaching or guiding less experienced employees, to enable the Communications team to deliver its objectives to a high standard
- Along with other team members, work to continuously improve the ICAC's communications delivery, including innovative initiatives and the ICAC's organisational involvement and delivery of its roles and function
- Carry out other duties as required by the Director and the Commission.

Expected Competencies:

- Bachelor's Degree in Journalism / Communications, Arts, Business, Public Relations, Political Science or relevant field
- Minimum of 5 years of professional work experience in similar role

- Sound understanding of communications, public relations, and social media operations in PNG
- Strong knowledge of communications including developing and delivering internal and external communication strategies, editorial and internal marketing
- Ability to build trust and confidence with diverse group of 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 Friday, 8th March 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