

<b>Job Description – Communications Officer for CAEVAC and CiRO Project</b>	
<b>TEAM/PROGRAM:</b> Program	<b>LOCATION:</b> SUVA
<b>GRADE:</b> 2	
<p><b>INTRODUCTION:</b></p> <p>Save the Children International (SCI) is the world’s largest independent child rights development organization, making a difference in children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation, and protection.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently, Save the Children Fiji (SC Fiji) employs 25 staff across three offices in Suva, Rakiraki and Labasa. SC Fiji thematic programs include Education, Health, Livelihoods, Child Protection, and Participation, Child Rights, Disaster Risk Reduction, and Humanitarian Response.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>The Communications Officer will play a pivotal role in delivering impactful communications support across two critical projects:</p> <ol style="list-style-type: none"> <li>1. <b>CAEVAC (Child Protection Project):</b> Operating across 24 informal communities in the Central Division, this project aims to strengthen child protection systems and promote child safety and resilience.</li> <li>2. <b>CiRO (Disaster Risk Resilience and Environment Project):</b> Covering 50 remote communities in Fiji’s Northern and Western Divisions, this project focuses on building disaster resilience and promoting environmental sustainability in vulnerable areas.</li> </ol> <p>The Communications Officer will ensure the effective implementation of communication strategies that amplify the reach and impact of these initiatives. The role involves facilitating community engagement, supporting the technical project team in raising the profile and awareness of project activities, and ensuring donor visibility and also media monitoring.</p> <p>As a key member of the project teams, the Communications Officer will be responsible for liaising with stakeholders, managing donor relationships for communication deliverables, and coordinating the project case studies and impact stories. This position is essential in ensuring the projects’ success by raising awareness, enhancing visibility, and creating sustainable messaging that resonates with the targeted communities.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> CiRO Project Manager and CAEVAC Project Coordinator</p> <p><b>Staff directly reporting to this post:</b> None</p>	
<b>KEY AREAS OF ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>• Responsible for the overall Communication implementation plan of the CAEVAC and CiRO projects</li> <li>• Organize and lead focus group discussions with key beneficiaries and communities to capture relevant case studies of the impact of the project on the ground.</li> <li>• Attend meetings and provide secretariat support for the technical working group for internal and external stakeholders</li> <li>• Maximize opportunities to build and maintain positive public relationships for the organization in Fiji</li> <li>• Constant liaison with media and advertising contractors</li> <li>• Manage and be accountable for department-allocated budget and work plan</li> <li>• To undertake media monitoring</li> <li>• Design and implement a publicity campaign</li> <li>• Be responsible for press releases</li> <li>• Produce video clip and documentary on the program and events.</li> <li>• Facilitate the design of documents and reports for publication.</li> <li>• Ensure compliance with Save the Children policies and practice with respect to child protection, code of</li> </ul>	

conduct, health and safety, equal opportunities, and other relevant policies and procedures.

- Undertake other official duties as directed by the CEO or other authorized officers.

**SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice**

<p><b>Accountability:</b> We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> <li>• Is happy to take responsibility where the necessary skills exist or can be developed.</li> <li>• Is able to learn from mistakes and successes.</li> <li>• Enjoys the idea of a challenge and associated learning.</li> <li>• Is committed and actively seeks out development opportunities.</li> <li>• Is able to seek out assistance/resources where required.</li> <li>• Demonstrates personal drive and is able to set own goals and objectives.</li> </ul>
<p><b>Ambition:</b> We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> <li>• Works towards and achieves set goals &amp; objectives.</li> <li>• Committed to quality &amp; continuous improvement in work efforts &amp; activities.</li> <li>• Is proactive and pursues relevant opportunities.</li> </ul>
<p><b>Collaboration:</b> We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> <li>• Can quickly find common ground and solve problems for the benefit of all.</li> <li>• Is fair and reasonable to others.</li> <li>• Can solve problems with peers with minimal disruption.</li> <li>• Is a team player, is cooperative and encourages collaboration.</li> <li>• Easily gains trust and support of peers.</li> </ul>
<p><b>Creativity:</b> We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> <li>• Embraces and supports organisational change.</li> <li>• Acts as a change agent and encourages others to embrace change.</li> <li>• Presents relevant new ideas to peers and manager/supervisor.</li> <li>• Is seen as value-adding within the workplace.</li> </ul>
<p><b>Integrity:</b> We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> <li>• Acts with authenticity and is accountable for own words &amp; actions.</li> <li>• Acts with honesty and transparency in all dealings and admits mistakes.</li> <li>• Ensures high levels of confidentiality relating to both data and verbal communication.</li> <li>• Behaviour is in accordance with SC Fiji policies and Code of Conduct.</li> <li>• Is aware of the impact of own behaviour on others and manages behaviour accordingly.</li> <li>• Can present the accurate truth in an appropriate and helpful manner.</li> <li>• Doesn't misrepresent him/herself for personal gain.</li> </ul>

**QUALIFICATIONS AND EXPERIENCE**

**Essential:**

- Hold at least a diploma in Journalism – a higher qualification is preferred.
- Be computer literate.
- Have experience in designing Digital Content and or graphic designing, Media Production, and website management.
- High level of computer proficiency including Word and MS Office suite in general
- Prior experience working in a fast-paced environment and to strict deadlines, managing a complex and diverse workload, maintaining high levels of attention to details while producing high-quality outputs
- Strong interpersonal, oral and written communication/reporting skills, relationship building skill and the ability to influence and negotiate with a range of diverse stakeholders.
- Ability to problem-solve, multi-task, determine priorities, take the initiative, maintain high levels of self-motivation, work as part of a team and independently as and required, and in multicultural settings
- Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams in the event of emergencies.

- Commitment to and understanding of Save the Children’s aims, values and principles including child rights based approaches.
- Fluency in spoken and written English

**Desirable:**

- Ownership and accountability of one’s work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid class 2 driver’s license.

**Date of issue: 6<sup>th</sup> December 2024**

**Signed: Chief Executive Officer, Shairana Ali**