

JOB DESCRIPTION & POSITION DESCRIPTION QUESTIONNAIRE (JDPDQ)

VACANCY INFORMATION			
Job Title	Communications Officer (External)	Manager Name and Title	Rozalia Dala, Communications & Public Engagement Manager
Department/Office	Communications & Public Engagement	JD Last Reviewed	Never - New
EXL Member/PL/RL		Cost Center	N04
Employee Type	Fixed term, Full-time	<i>For P&C Use Only:</i>	
Contract Type	Local Limited	JEM Code	
Contract Duration	1-2 Years	Our People Job ID	
Hours Per Week	75	Work Unit ID	
Vacancy Type	NO/SO Department - Local Recruitment	Overtime Exemption	Choose an item.
Vacancy Details	Development (Field or Office)	L-IM Scale Eligibility	Choose an item.
Preferred Office Location	Port Moresby	P&C Notes for Role	

JOB PURPOSE (Limit 750 characters)					
<p>Our programming focus is spread across 12 of PNG's 22 provinces, with field offices and staff in the 6 Provinces of National Capital District, Autonomous Region of Bougainville (ARoB), Morobe, Madang, Western and Southern Highlands Provinces; as well as through Global Fund TB/HIV with government partners in another six provinces across the country. We are also currently responding to the Enga Landslide.</p> <p>WVPNG impact the lives of 100,00 PNG children annually. Effective communication and public engagement is critical in demonstrating World Vision PNG's impact and influence to supporters, partners and WV Support Offices, as well as inspire WVPNG staff.</p> <p>The role of the "Communications Officer (External)" supports the Communications & Public Engagement Department (C&PE) in delivering on strategic communications initiatives that;</p> <ol style="list-style-type: none"> Impact Communications (Program Quality & Program Operations Reporting) 60% <p>Undertake 4 SUPERBREIFS in 1 year (1 per quarter) as per the Program Quality & Communications Calendar (developed at the beginning of each calendar year) to collate photos, B-roll, needs stories and impact stories for the Projects (under the 6 portfolios).</p> <p>The 4 Superbriefs must ensure that adequate content is collected to support that the reporting documentation requirements for our currently active projects (25 at October 2024) have adequate content gathered and on file to support their reporting requirements.</p> <p>All content once approved must also be stored on Story Hub and available on the WVPNG Website;</p> Public & Media Engagement (WVI Partnership Campaigns & WVPNG Events) 25% <p>Identify, develop and implement methods of community, stakeholders and partner engagement to enhance the visibility of WVPNG project impact supporting the creation and implementation of public awareness and engagement campaigns in line with the C&PE Communications Strategy (FY2025 – 2026).</p> <p>This officer will liaise with the Public Engagement Officers in the Area Programs (ARoB & Western) to consolidate content to share on our digital platforms (social media handles).</p> <p>With support and guidance from the C&PE manager, this officer will oversee the planning, preparation and support to events (WVI partnership, WVPNG and global days of recognition).</p> Social Media Content (Digital Platforms) 10% <p>Ensure that ALL content gathered from the SUPERBRIEFS is registered on Content Flow.</p> <p>All assets are then to be registered and saved to Story Hub and website worthy content to share via WVPNG website, with a focus on shorter content for social media handles.</p> <table border="1" data-bbox="309 1906 1198 2018"> <tr> <td>Linkedin Posts</td><td>Weekly</td></tr> <tr> <td>Youtube Posts</td><td>Monthly</td></tr> </table> 		Linkedin Posts	Weekly	Youtube Posts	Monthly
Linkedin Posts	Weekly				
Youtube Posts	Monthly				

Facebook Posts	Weekly
Instagram Posts	Weekly
Tiktok Posts	Monthly

4) Reputational Risk Communications (Risk Comms)

5%

This person is also the Reputational Risk Communications second liner for the C&PE manager and will be trained to support with Risk and reputational communications in the event of reputational issues arising.

Key Outputs / deliverables of Position:

Specific outputs for this role are (not exhaustive):

Type of Product	Example	Frequency of Publication/s
Written	Case Studies	When required
	Press Releases	When required
	Articles	Weekly
	Brochures / Leaflets Informational	When required
	Behavior Change IECs	When required
Visual	Infographics	When required
	Posters	When required
	Cartoons	When required
	Comics	When required
	Postcards	When required
Audio	Scripted monologue	When required
	Interviews	When required
	Minidrama	When required
	Documentary narrative	When required
Video	Interviews	Review PQ Comms Calendar
	Documentaries	Review PQ Comms Calendar
	Raw Footage BRoll	Review PQ Comms Calendar
Digital	Short Stories	Review PQ Comms Calendar
	Testimonials	Review PQ Comms Calendar
	Postcards	Review PQ Comms Calendar
	Photo captions + write ups	Review PQ Comms Calendar
External Digital Platforms	Linkedin Posts	Weekly
	Youtube Posts	Monthly
	Facebook Posts	Weekly
	Instagram Posts	Weekly
	Tiktok Posts	Monthly

MAJOR RESPONSIBILITIES

% of Time	Activity	End Results
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60%

Grant Communications (PQ & OPS Reporting)

Supporting the Program Quality and Operations teams (Projects) to Develop, Design and layout/produce print, audio and video materials and publications for reporting on World Vision PNG project achievements.

All corporate publications supporting the Operations Team (Projects) to REPORT on project achievements/ this undertaking of 4 SUPERBRIEFS:

Q1FY 2025
Q2FY2025
Q3FY2025
Q4FY2025
(see link for FY2024-2025 reporting – OPS PQ and Comms Calendar:
<https://wvi.box.com/s/enkxqq9ovvm98cv15xnu1gxjqtI0l0ci>); 25 Projects

Project Name & Code	Sector
204929 Tb Western Phase li	TB/HIV
216957 Tackling TB and HIV / TBHIV-RSSH 2021 - 2023	TB/HIV
219634 Better and Enhanced Agriculture for Nutrition in Papua New Guinea (BEAN)	Health
222411 Accelerating Immunisation and Health Systems Strengthening-2	Health
220203 Inclusive Climate Resilient WASH in Western Province (WAVE2)	WASH
220955 Western Partnership Program - WASH	WASH
218249 Port Moresby Water Sanitation and Hygiene Project	WASH
221482 PNG WASH Consortium Phase 2 (WEBS)	WASH
221953 Improving Water Governance in Papua New Guinea	WASH
221936 Sobo WaSH - South Bougainville Rural Water, Sanitation and Hygiene (WASH) Programme	WASH
222541 WaSH Social Investment Program (PLAC WASH)	WASH
222085 Nipa Kutubu WASH for Sustainable Future	WASH
211034 Bougainville Bridges to Economic (WOVEN)	Livelihoods
217774 ANCP Climate Smart & Inclusive Cocoa in Usino(CACAO Project)	Livelihoods
221937 Flower Power: Floriculture for Economic Empowerment for Women and Girls	Livelihoods
222542 Central and South Bougainville Districts CGISP Solar Installation	Livelihoods
222543 Taiwan 2023 Clean Energy Project to WVPNG	Livelihoods
221120 Improving Local Governance and Community Managmeent of the Laugum Marine Protective Area	Livelihoods
221730 Faith Action for Peace (FAP) Project	Cross-cutting
220292 Enhancing Community Resilience in Southern Highlands Province	Cross-cutting

		221934 Disaster READY Drought Preparedness Southern Highlands Province	Cross-cutting
		222435 Enhancing Disability Inclusion for Children in Papua New Guinea	Cross-cutting
		221931 Youth-Led Climate Action Project	Climate Change
		222456 Lukautim Mama Graun: Nature-based Climate Action	Climate Change
		222799 Enga Landslide 2024 Response	Climate Change
		222812 PIE Monitoring 2024-2026	Education
25%	Public & Media Engagement (Partnership Campaigns & NO Events) <ul style="list-style-type: none"> Research, write and, as appropriate, publish stories about successes and needs in World Vision Papua New Guinea (WVPNG) projects as directed by the Communications Manager (as outlined in the annual work plan and the PTL content calendar). Liaise with external media to cover WVPNG public engagement events and publish in the local dailies. Manage the monthly column and additional print media publications : Post 1 PAID column + 2 freebees / month National 1 PAID column + 2 freebees/month Ensure all written, photographic, video, web and other resources produced are done so in alignment with World Vision adult and child safeguarding standards. Support in WVI' compliance with global branding and corporate identity. Provide the Communications Manager with possible international media (primarily Australia and New Zealand) story angles to highlight WV PNG programs and priority issues in international media outlets Organise and host journalist, vlogger, blogger, Support Office resource gathering trips, WV leader and VIP field visits as directed by the Communications Manager 	<p>Organize for the following public engagement events for WVPNG participation:</p> <p>Aligned to global moments and WVPNG programming, as well as WVI partnership campaigns, develop and provide coverage to ensure these days are covered:</p> <p>March</p> <ul style="list-style-type: none"> ➤ International Women's Day - 08 Mar <p>April</p> <ul style="list-style-type: none"> ➤ World Health Day [WHO] (WHA/A.2/Res.35) - 07 Apr <p>May</p> <ul style="list-style-type: none"> ➤ International Day of Families (A/RES/47/237) - 15 May <p>June</p> <ul style="list-style-type: none"> ➤ World Environment Day (A/RES/2994 (XXVII)) - 05 Jun <p>August</p> <ul style="list-style-type: none"> ➤ World Humanitarian Day (A/RES/63/139) - 19 Aug <p>September</p> <ul style="list-style-type: none"> ➤ Independence Day – 16th Sept <p>October</p> <ul style="list-style-type: none"> ➤ Day of Prayer – Oct 1st ➤ World Breast Cancer Awareness Month - Oct <p>November</p> <ul style="list-style-type: none"> ➤ World Children's Day (A/RES/836(IX)) - 20 Nov <p>December</p> <ul style="list-style-type: none"> ➤ Christmas & new year – 25th Dec <p>Aligning with other corporate events in PNG and the Business Council of PNG to increase the visibility of WVPNG, eg. Trukai Fun Run, Walk Against Corruption, UN Children's Advocacy and other corporate events.</p> <p>Ensure that content is provided to digital platforms regularly (see Item #3) for the following calendar events</p>	
10%	Social Media Content (Digital Platforms) <ul style="list-style-type: none"> Liaise with national and local press, as directed by the Communications Manager, to support media coverage of WVPNG programs and 	<ul style="list-style-type: none"> Follow the WVPNG process for collaborating with the media to bring public attention to key issues on children and other WVPNG programs. Liaise with journalists as directed by the Communications Manager. WVPNG's website is regularly updated with stories, photos and news (as directed by the Communications Manager) 	

	<p>publish in local media & on WVONG platforms.</p> <ul style="list-style-type: none">• Reshare, repost NDs social media content.• With support and guidance form C&PE manager, Develop media content for the ND.• Post new approved content to the website as directed• Post engaging content to WVPNG's Facebook page and create and share tweets as directed	<ul style="list-style-type: none">• Field visits are effectively managed: logistics are arranged, security briefings are organised and communities consent to, and are prepared for, field visits and trips are hosted by a member of the communications team.• Digital content frequency of engagement:<table><tr><td>Linkedin Posts</td><td>Weekly</td></tr><tr><td>Youtube Posts</td><td>Monthly</td></tr><tr><td>Facebook Posts</td><td>Weekly</td></tr><tr><td>Instagram Posts</td><td>Weekly</td></tr><tr><td>Tiktok Posts</td><td>Monthly</td></tr></table>	Linkedin Posts	Weekly	Youtube Posts	Monthly	Facebook Posts	Weekly	Instagram Posts	Weekly	Tiktok Posts	Monthly
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5%	<p><u>Reputational Risk Communications (Risk Comms)</u></p> <ul style="list-style-type: none">• Advise the Communications Manager of reputational risk issues when identified• Develop Reputational Risk Responses for potential Risk Issues	<ul style="list-style-type: none">• 2nd liner for Reputational Risk Communications• Training for upskilling for 2nd liner.										

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE					
Required Professional Experience	<ul style="list-style-type: none"> Excellent communication skills (oral and written) both in English and local dialects Skills in photography and video production Time management skills Effective negotiation skills Effective conceptual skills & design skills Proven experience as a team player Demonstrated collaboration skills Proficiency in MS Office and print media software such as Adobe Photoshop, Adobe Illustrator and Adobe InDesign and working on Apple mac laptop At least 3 years experience communications or media position or similar responsibilities Able to fly drone 				
Required Education, training, license, registration and certification	Bachelor Degree or its equivalent in Journalism, Development Communications or Communication Arts.				
Preferred Knowledge and Qualifications	<p>Experience with non-profit organization</p> <p>World Vision experience</p> <p>Cross-cultural experience</p>				
Travel and/or Work Environment	20% travel	Physical Requirements	Mentally Stable	Language Requirements	English, Pidgin,

KEY WORKING RELATIONSHIPS		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
Communications Manager	Strategic guidance, reporting, planning, technical guidance	Daily/as needed
Project and Sector managers	Information, collaboration	Weeks - monthly

Regional & World Vision Partnership communicators - SAP	Technical Guidance	As needed
NGOs and INGOs	Coverage, planning	As needed
Media	Coverage	As needed

DECISION MAKING

None

CORE COMPETENCIES - For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

- ☒ Be Safe and Resilient
- ☒ Build Relationships
- ☒ Learn and Develop
- ☒ Partner and Collaborate
- ☒ Deliver Results
- ☒ Be Accountable
- ☒ Improve and Innovate
- ☒ Embrace Change

For Management positions only, select the top 2 prioritized competencies from below.

- ☐ Model Self-Management
- ☐ Engage, Influence, Lead and Grow Others
- ☐ Run an Effective and Agile Organisation
- ☐ Develop the Organisation for the Future

APPROVALS

Manager Name	Rozalia Dala	Manager Approval Date	07 October 2024
P&C Name		P&C Approval Date	