



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: 60CS03
OFFICE: <i>Works</i>	DESIGNATION/CLASSIFICATION: <i>Communication and Media Relations Officer - Grade 15</i>	
DIVISION: <i>Corporate Services</i>	LOCAL DESIGNATION: <i>Communication and Media Relations Officer</i>	
BRANCH: <i>Office of ED</i>	REPORTING TO: <i>E/D (CS)</i>	SYS. POS. NO: REF. NO: 60CS01
SECTION:	LOCATION: <i>Headquarter, Boroko</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>111 -60 - A00</i>	<i>10/12/2022</i>	<i>Transfer from Secretary off</i>

2. PURPOSE

To document and publicize information and happenings within DOW through weekly News letters, Magazines and circulars internally and externally through print and Electronic media to influence public opinion about the organization and its product and its positive effect on the lives of the people of this country.

3. DIMENSIONS

Operate under the direct supervision of the secretary managing the media unit with its three staff and taking the responsibility for documenting and dissemination of organizations achievements through print, radio and the television media outlets for the stock holders and for public consumption.

4. PRINCIPLE ACCOUNTABILITIES

- The Secretary / Agency Head
- The code of ethics for News Reporters
- The public Service General Orders and PSMA
- Defamation, contempt of court, and Privacy laws

5. MAJOR DUTIES

- 5.1 Document any work programs and project of public interest and make reports available through internal publication.
- 5.2 Organize News conferences when and where required by the Chief Executive of the Organization.
- 5.3 Provide journalist services to the Organization chief executive officer.
- 5.4 Draft public speeches for the CEO or the members of the senior executive when required.
- 5.5 Liaise with publishing houses for printing of materials, magazines and booklets for public consumption.

- 5.6 Carry out research into organizations work areas and document them for use in decision making.
- 5.7 And carry out any other duties as directed by the CEO consistent with the above duties.

6. NATURE AND SCOPE

This is the department's mouth piece that disseminates information regarding the organizations operations for public consumption through the available media outlets under the censorship authority of the CEO.

6.1 WORKING RELATIONSHIP

(a) Internal

Chief Executive Officer/Secretary.

(b) External

Media Council of PNG.

6.2 WORK ENVIRONMENT

This is a statutory specialist administrative position working directly under the secretary managing the media unit responsible for disseminating information for public and stock holder consumption.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- Journalist Code of ethics
- PSMA, GO and the Public Service Code of Ethics.
- Media censorship board.
- DOW Internal policies, regulations and instructions
- Defamation, contempt of court and Privacy laws

8. CHALLENGES

Being restricted to one spear of journalism against what the position holder is trained for.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Appropriate University Degree with major studies in journalism and must be a member of the PNG Society of journalist.

(b) Knowledge

Fare knowledge of the operation of the organization this position represents and its objectives.

(c) Skills

Able to work within tight deadlines. Conscious about the world around you. Strong editing and proofreading skills and Good communication skills, both written and oral.

(d) Work Experience

Must have worked in media outlet as a journalist doing reporting and editing for at least five years with minimal supervision and must be prepared to work long hours including weekends.