
Position Description

Vacancy Title: **Communications Officer**

Location: **Pohnpei**

Reports To: **None**

Objective

The Communications Officer is responsible for managing Vital Energy's internal and external communications in addition to developing and implementing an effective communication strategy. The role will ensure effective public relations and elevate Vital Energy's profile and relationships with all its stakeholders. The Communications Officer will report to the CEO.

Outcomes

Organisational Stakeholders

1. Strategic communications within and across Vital Energy ensured

- Robust communications strategy that supports Vital Energy's strategic plan objectives is developed, implemented and refined for effectiveness
 - A corporate Communications Plan is produced and clearly communicated to all staff involved in its implementation
 - As required, all staff are provided with capacity building to achieve the expected results from the Communications Plan
 - Communications plans to support new projects and services established
 - Robust risk management/mitigation planning ensured
 - Crisis-management communications plans established and effectively implemented
 - Communications budget prepared, monitored and managed effectively
 - Effective communication policies and protocols developed, implemented and monitored for relevance
 - Strategic communication requirements for executive, including executive interview coordination, formulation of presentations, press statements, interview talking points and speeches is efficiently delivered
 - Visibility of corporate profile as well as its executives optimised
 - Training programmes for senior staff to increase their communication skills and capabilities in line with Vital Energy's communications strategies are designed and implemented with relevant training facilitator
 - Wide-spread positive media coverage of Vital Energy achieved
 - Key messages and talking points established and consistently communicated to stakeholders and across all media (radio, print media, social media, television etc.)
 - Significant increase in stakeholder interest in partnering and engaging Vital Energy ensured
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2. Stakeholder engagement and relationship management

- Strategic partners/stakeholders identified and engagement plans developed and implemented
 - Vital Energy website and associated social media are user friendly, relevant to stakeholders and kept up to date
 - Effective and relevant communication pathways and mediums for different stakeholders are identified and supported
 - Relationship building with media personnel/platforms ensured, including media houses, journalists, editors, reporters, producers, bloggers.
 - Timely release of relevant and easily-understood information internally and to partners and external stakeholders ensured (press releases, public statements etc.)
 - On-going communication ensured with all stakeholders involved in relevant processes
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3. Well-informed management supports decision-making

- Effective and timely strategic communications and external engagement advice and support provided to the Board, CEO and senior management
 - Availability of quality and timely information for use by the CEO and Board ensured during external engagements
 - Reporting for CEO and Board is timely, complete and provides actionable information and recommendations
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4. Teamwork and cooperation

- Cooperation within the team and greater function / department
 - Cooperation across functions / departments
 - Work collaboratively to achieve the set targets and goals
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5. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
 - Monitor and encourage team members to uphold image and value standards
 - Uphold and demonstrate the organisation's image and values
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Product's Stakeholders

1. Effective public relations ensured

- PR protocols/procedures established and effectively implemented
 - Public relations activities including but not limited to community consultation forums, staff newsletter, website updates, corporate presentations and speeches successfully initiated and/or coordinated
- All relevant media platforms effectively used to promote Vital Energy’s organisation initiatives
- All media inquiries and interview requests appropriately addressed
- PR and communications quality and ethical standards maintained at all times

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Promotion	Promote the value of the products/services offered by the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor's Degree	Media, communications, advocacy, public relations	

Work Knowledge and Experience

- At least 3 years successful work experience in a similar role
- Ability to design and execute successful communications strategies and public relations campaigns
- Proven experience in acting as a company spokesperson; comfortable and skilled in both broadcast and print media interviews
- Exceptional writing and editing skills
- Strong relationships with line ministries, private and public sector partners and business media outlets
- Proven ability and experience using all forms of social and online media to deliver messages and provide information to target audiences

Requirements

- Language Proficiency**
- Excellent command of English
 - Knowledge of local languages and dialects

- Regulatory Compliance Requirements**
- Police Clearance
 - Health Clearance - Fit to work
 - Passport and Visas for International Travel

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
	Chief Executive Officer	
External		

Type	Interaction	Comments
	Community	
	Media	
	Relevant stakeholders	
	Relevant government departments	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Challenger	Queries, tests information/beliefs and provokes thought.

How To Apply

Application must be submitted online by accessing the following URL: <http://app.hrmonise.com/job/VitalEnergy/CO> with your CV which must include details of 3 professional referees.

Contact for Enquiries

Contact Name: Kelera Bokini

Contact Email: jobs@maxumisefiji.com

Further Contact Information: 773 3137

Closing Date: 02 Oct 2022