



Position Description

Vacancy Title: **Strategic Partnerships Officer**

Location:

Objective

The Partnership & Relationship Officer will play a key role in managing strategic relationships to secure funding and partnerships that support Pacific Multimedia Academy.

Outcomes

Organisational Stakeholders

1. Partnership Development

- Identify, engage, and cultivate relationships with potential partners, including international and local:
 - donor agencies
 - foundations
 - corporate sponsors
- Actively manage and nurture relationships with existing partners, ensuring clear communication and alignment with partnership objectives.

2. Liaison & Relationship Management

- Serve as the primary point of contact for all partnership and funding-related communications.
- Coordinating meetings, presentations, and events with partner agencies to showcase the Academy's impact, goals, and achievements.
- Maintaining regular communication and reporting with partners to ensure transparent and proactive relationship management.

3. Program Support & Implementation

- Collaborating with the Academy team to identify funding needs and priorities.
- Assisting in the design and development of programs that align with partnership agreements and meet donor expectations.
- Providing guidance on partnership agreements and contractual obligations to ensure compliance with donor requirements.

4. Monitoring, Evaluation, & Reporting

- Ensuring that the documentations, partnership milestones, outcomes, and financial contributions are well-maintained.
- Preparing timely periodic reports and updates for partners, detailing program achievements, impact, and financial stewardship.

5. Teamwork and cooperation

- Cooperation within the team and other department
- Cooperation across departments
- Work collaboratively to achieve the set targets and goals of the organization
- Team work and commitment through employee engagement and communication

6. Well Informed Management

- Ensure the monthly and yearly training report is accurate and on time
- Provide ad- hoc reports on training are provided for general business decision making

7. FBC'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

Product's Stakeholders

1. Operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
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.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
Negotiation	Reach agreement through discussion and compromise.
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Sales/Marketing/Advertising, Business Management or Business Administration or related fields	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Business Management or Business Administration or related fields	

Work Knowledge and Experience

- Minimum 3 years of experience in a a similar role.
- Strong proposal writing, grant development, and presentation skills.
- Knowledge of Microsoft Office applications.
- Demonstrated experience in securing funding and building strategic partnerships.
- Well-developed documentation and time management skills

Requirements

Language Proficiency

- Excellent command of English
- Valid driver's license

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
	Management Team	
External		

Type	Interaction	Comments
	Customers	
	Government authority	
	Regulators	
	Statutory Authorities	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Experimenter	Tries out new procedures, ideas or activities.
Innovative	Devises new and creative ways to do things comes up with original ideas.

Interpersonal Styles

Team Oriented	Enjoys being with others as part of a group or team.
---------------	--

Thinking Styles

Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

--

Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 28 Dec 2025