



Position Description

Vacancy Title: **Creative Officer – Content & Sponsorship**

Location: **Suva, Fiji Islands**

Reports To: **None**

Objective

The Creative Officer – Content & Sponsorship is responsible for developing, scripting, and producing television content while driving commercial partnerships that ensure the financial sustainability of assigned TV shows and digital content. The role ensures high-quality creative outputs and contributes directly to revenue generation through sponsorship acquisition and management.

Outcomes

Organisational Stakeholders

1. Production

- Conceptualise new show ideas and develop scripts.
 - Plan and coordinate full production logistics, including schedules, resources, and location requirements.
 - Manage talent, crew, and stakeholder communication throughout the production lifecycle.
 - Ensure final content meets editorial, technical, and broadcast quality standards.
 - Assist the Manager Creative Solutions in business strategies related to production content
 - Ensure production meets budget requirements
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2. Commercial Partnerships

- Identify and research prospective commercial partners for assigned shows for digital distribution and/ or TV broadcast.
 - Prepare and deliver compelling pitch presentations to sponsors.
 - Develop tailored sponsorship proposals and negotiate partnership packages.
 - Maintain ongoing relationships with partners to ensure deliverables and retention.
 - Align all commercial activities with departmental strategy and revenue targets.
 - Create campaign design and marketing strategies for digital content or TV shows approved for production including project related social media channels.
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3. Teamwork and cooperation

- Cooperation within the team and greater department
 - Cooperation across departments
 - Collaborate with Production & Creative Solutions Team, and other departments to ensure the smooth delivery of broadcast materials.
 - Work collaboratively to achieve the set targets and goals
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4. Team Management

- Prepare work plans (weekly, monthly, annual basis)
 - Assist in the preparation of 3- 5 year strategic plan for the unit.
 - Provide guidance, training, mentorship and support to other team members.
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5. FBC's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the FBC
 - Monitor and encourage team members to uphold image and value standards
 - Uphold and demonstrate the FBC's image and value
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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
 - Follow and comply with Occupational Health and Safety procedures.
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Responsibilities - Key Competencies

Competence

Description

Business

Competence	Description
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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.

Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Technology Application	Apply technology.

Operational

Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Arts and Entertainment, Production	In Television Production and Media studies and graphic design
Desirable		
Degree	Arts and Entertainment, Production	

Work Knowledge and Experience

- Minimum 3–5 years experience in television production or broadcast media.
- Experience in securing and managing commercial partnerships and meeting revenue targets through sponsorship acquisition.
- Strong communication and negotiation skills, able to manage deliver projects on time and within budget.
- Proficiency in Microsoft Office (PowerPoint, Excel, Word).

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Valid Drivers License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Head of TV	
	TV Team	
	Graphics Team	
External		
	Clients	

Type	Interaction	Comments
	Customers	
	Statutory Authorities	
	Stakeholders	

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.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

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

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Imaginative	Generates ideas and images, showing creativity.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 12 Mar 2026