Position Description

Vacancy Title: **Multimedia Journalist**
Location: **Suva, Fiji Islands**
Reports To: **None**

Objective

The Multimedia Journalist produces and publishes content across multiple media platforms.

Outcomes

Organisational Stakeholders

1. News Production

- Produce a minimum of 5 radio stories and a TV story per rostered day
- Interviewing individuals for stories
- Collecting and organizing images or video footage for use in stories
- Producing news items on topics such as politics, business, science, sports, entertainment, and health
- Conducting research to identify topics of interest to the audience that may not have been covered recently by other media outlets
- Conducting interviews with newsmakers, experts, and other sources to gather information for articles
- Editing video / audio footage of events or programs for broadcast or online use
- Gathering information about breaking news stories, live reporting through research and interviews with sources
- Adaptable to different story telling formats i.e. written, video reports, live broadcasts or multimedia presentations)

2. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

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.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
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.
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	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Learning	Develop the competencies of self and others to enhance performance.

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Competence	Description
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Media	Journalism and Communication

Work Knowledge and Experience

At least 2 years of experience in a similar role.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Driver's License

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Head of News and Current Affairs	
	News Team	
	HR	
External		
	Statutory Authorities	
	Government authority	
	Community	
	Regulators	
	Stakeholders	

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.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
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

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

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Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.
Imaginative	Generates ideas and images, showing creativity.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

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Closing Date: 01 Nov 2026

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