

Position Title:	AHP Fiji Communications Officer
Department:	AHP Disaster Ready 2.0
Reports To:	AHP Fiji DRCC Coordinator (Technical & Programs) Program Director (Contractual)
Team Supervision:	AHP Fiji DRCC Coordinator

Full / Part Time:	Full Time
Revised Date:	December 2022

Purpose of Position: A basic statement that describes the intent of the position.

The Communications Officer is responsible for the design, coordination, implementation and reporting of a multi-faceted Communication Plan to support the AHP DR Fiji Country Committee (DRCC)

Collaboration with AHPSU DFAT Post Communications Advisor/Focal Point

Behavioural Expectations: Our code of Conduct - How we do things in our organisation that underpins our values.

ADRA and DFAT Code of Conduct and related policies
Complies with DFAT Communications Protocols*

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

- 5+ years' communications and journalism experience preferably in the humanitarian sector. A tertiary qualification in a relevant discipline will be an advantage.
- A strong and varied writing portfolio, covering a variety of audiences.
- Primary competencies – strong writing skills, Digital, photographic, videography and social media experience and strong public relations.
- Print layout and knowledge of relevant design software and video-editing, professional printing and publishing will be an advantage.

ADRA Competency Framework: 3.2 Persuading & Influencing, 3.3 Presenting & Communicating Information, 4.1 Writing & Reporting, 5.2 Creating & Innovating, 6.1 Planning & Organising

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
PUBLIC RELATIONS	<ul style="list-style-type: none"> • Provide support, through strategic recommendations and media relations advice, to the AHP Fiji DRCC Coordinator to achieve AHP objectives • Develop and implement a media relations strategy by nurturing relationships with mainstream, media AHP FIJI at advocacy events and networks. • Collaborate with the DRCC on campaigns, to represent AHP DRCC FIJI at official AHP engagements, and to respond to partner, stakeholder and community enquiries, as necessary. • Coordinate with AHP partners in arranging and running a number of high profile events e.g. Programme launch by assisting in press-releases, media invitation, etc. 	<ul style="list-style-type: none"> ○ # of high profile events supported/coordinated with AHP partners. ○ Consistently reflects the mission and values of AHP ○ Creates and maintains a media relations action plan for AHP in FIJI. Consistently and successfully pitches news and feature stories to media outlets. ○ Consistently meets project deadlines and targets and demonstrates a collaborative approach to work. ○ Develop consortium and country level Communication products (IEC) visibility

	<ul style="list-style-type: none"> • Prepare and distribute publications, news releases, newsletters, supporter emails, reports, brochures, website content and social media posts to increase engagement and brand awareness for AHP FIJI. • Monitor and report key website and social media performance statistics. • Work closely with the AHP FIJI to ensure key information is integrated into AHP Fiji website and social media channels. • Gather, capture and disseminate outstanding impact/and human interest stories and collaborate with the DRCC Coordinator and with all AHP partners to identify, develop and capture inspiring, creative video storytelling including contextualising and translation to local language. • Support MERLI Officer with Case studies and 6 monthly reports 	<ul style="list-style-type: none"> ○ Consistently produces high quality and timely publications, ○ Ensures a year-on-year increase in digital and social media engagement metrics of success. ○ Successfully encourages prospective and current AHP FIJI supporters to take positive advocacy outstanding stories of change. ○ Ensure inclusive approach to all communications products and media engagements
LEADERSHIP & CAPACITY SUPPORT	<ul style="list-style-type: none"> • Facilitate and Coordinate Learning Research and Innovation Plan Support AHP Fiji Partners understanding of the AHP DR 2.0 Communication Plan • Communicate and promote objectives and activities of AHP including crisis communications and Activations. • Being available at short notice for field-deployment during disaster response situations with responsibilities including writing situation reports and key messages, attending daily teleconferences, attending inter-agency meetings, writing stories, taking photographs, shooting video, attending performing media interviews.. • Support AHP Fiji Country Committee and Partners in communications (inclusive interviews) • Manage an up to date Calendar of Events for DRCC 	<ul style="list-style-type: none"> • Regularly provides updates (verbal, written) of relevant activities, events and issues to AHP Fiji DRCC and AHP Partners

Employee Signature:		Supervisor(s) Signature(s):		Date: / /
Print Employee Name:		Print Supervisor Name:		