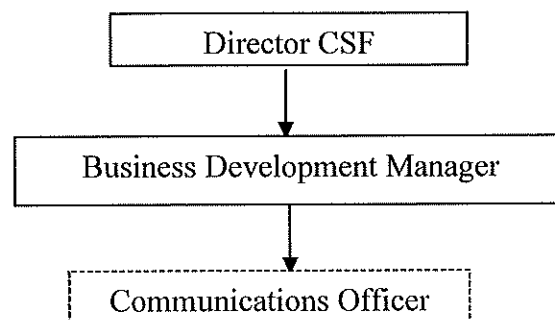


POSITION DESCRIPTION**IDENTIFICATION**

Position Title: Communications Officer Position Number: Existing Position
 Section : Vice Chancellor's Office Department: Centre for Sustainable Futures
 Location: Laucala Campus Category: I&J
 Grade: Grade 6 Current Incumbent: Eliki Drugunalevu
 Reports To: Director, CSF Supervised by: Deputy Director, CSF

ORGANIZATION CONTEXT

Organization chart to identify the job's reporting relationships

**PURPOSE**

This section describes the overall purpose of the job and the overall significance of the job from the organization's point of view. Answers the following questions:

- *what part of the organization's purpose is accomplished by this job?*
- *what would not get done if this job did not exist?*
- *why do we need this job at all?*

The Communications Officer is responsible for supporting the design, delivery, and monitoring of communication and visibility activities for the Centre for Sustainable Futures (CSF). The role ensures effective promotion of CSF's initiatives, projects, and events through internal and external communication channels. The Communications Officer will assist with media engagement, branding, knowledge dissemination, and stakeholder communications to enhance CSF's visibility and alignment with USP's strategic goals and MFAT project outcomes.

POSITION DESCRIPTION**NATURE AND SCOPE**

This section describes the context in which the incumbent is expected to operate describing the working relationships with both internal and external contacts. A description of the working environment and expected pressures the incumbent will encounter as well as the types of competencies he/she must have to perform the responsibilities of the position successfully.

The Communications Officer provides operational support to CSF leadership and works collaboratively with the USP Division of Marketing & Communications, staff, students, and external partners. The role requires a proactive approach to information sharing, strong writing and design skills, and the ability to coordinate communication activities across multiple campuses. The incumbent must manage competing priorities, meet tight deadlines, and ensure high-quality, accurate, and culturally appropriate communications.

SCOPE OF THE ROLE

- Communication Support: Prepare newsletters, press releases, digital content, event briefs, and communication materials for CSF projects and initiatives.
- Visibility and Branding: Ensure CSF activities are consistently branded, aligned with USP and MFAT visibility guidelines.
- Media and Public Engagement: Liaise with media outlets, service providers, and partners to promote CSF events and outputs.
- Knowledge Dissemination: Support the packaging and dissemination of research findings, project reports, and success stories.
- Digital and Social Media: Maintain CSF website and social media presence with timely updates, ensuring content is engaging and accessible.
- Event Communications: Provide logistical and communication support for CSF workshops, conferences, and outreach events.

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: N/A Indirectly: N/A

Total Level of Costs: N/A

Limits of Authority:

Financial: \$ None

Non Financial: Manages documentation, coordination, and reporting in financial workflows

POSITION DESCRIPTION**Key Relationships /Internal and External Contacts:**

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

External • National, regional, and international organizations. • Media outlets and advertising agencies. • Service providers and consultants. • Donor partners (esp. MFAT).	Purpose of contact Promote CSF activities, coordinate media/public coverage, strengthen external visibility, and disseminate outputs.
Internal • Director, Deputy Director, Executive Officer, CSF staff. • USP Division of Marketing & Communications. • Other USP departments and campuses. • USP students and interns.	Purpose of contact Coordinate internal communications, ensure alignment with USP/DMC, support staff engagement, and disseminate project updates.

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas Jobholder is responsible for	Performance Measures Jobholder is successful when
1. Communications & Visibility Develop and publish newsletters, press releases, website and social media updates; ensure branding compliance.	Timely dissemination of content; visibility guidelines met; positive stakeholder feedback.
2. Media & Outreach Liaise with media and stakeholders to promote CSF activities. Draft talking points, speeches, and event briefs.	Minimum 1 media coverage per major CSF event; quality press outputs.
3. Event & Project Support Provide communication support for CSF workshops, conferences, and outreach activities.	

POSITION DESCRIPTION

Package project reports, case studies, and research outputs for dissemination.	Communication materials delivered on time; event participation levels increase. At least 3 knowledge products disseminated quarterly; positive uptake and usage.
4. Corporate and Compliance Responsibilities Adhere to USP policies and procedures Maintain confidentiality and professionalism Contribute to Centre initiatives as required	Full policy compliance Ethical and professional behaviour maintained Active participation in Centre activities

TERMS & CONDITIONS

Salary Range: Grade 6, \$47,921.75 to \$56,678.10

Length of Contract: 3 years, renewable

Gratuity and Allowances: No gratuity

Other Benefits: contribution to superannuation

POSITION SPECIFICATION**Qualifications (or equivalent level of learning)**

To be considered for this position, applicants must have:

Essential: Bachelor's degree in Communications, Media, Journalism, Public Relations, Marketing, or related field.

Desirable: Postgraduate qualification; familiarity with Pacific regional contexts.

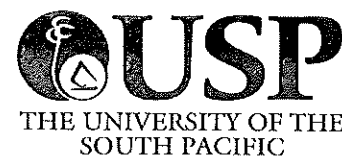
Knowledge / Experience

Preference will be given to applicants with:

Essential: Minimum 3–5 years' experience in communications, PR, or media. Strong writing, digital, and interpersonal skills. Experience in event support and social media management.

Desirable: Experience in donor-funded projects, higher education institutions, or regional/multi-campus contexts.

FORM 5.5.05A
POSITION DESCRIPTION



Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Excellent written and oral communication skills.
Proficiency in digital platforms (social media, web content, newsletters).
Strong organizational and time management skills.
Ability to work independently and in a team.
Creativity and attention to detail.
Integrity, adaptability, and cultural sensitivity.

APPROVAL

Supervisor name: Director – Centre for Sustainable Futures

Supervisor's Signature: _____

Date: