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| **Position Title:** | Fisheries Information/ Public Relations Officer |
| **Level and Salary:** | L 4 | $19,486 - $29,400 |
| **Section:** | Corporate Services | Fisheries Authority |
| **Location:** | Funafuti |
| **Reports to:** | Deputy Director of Fisheries (Corporate) |

**Position summary:**

The Fisheries Information/ Public Relations Officer is a senior professional position working with the senior management team. The Information Officer has responsibility to oversee all aspects of the Authority’s information resources, providing information to stakeholders and the public, and managing public relations.

**Main responsibilities**:

* Manage the Fisheries Department’s manual and electronic document storage, cataloguing and archiving system;
* Provide technical and operational support to staff to ensure the effective and efficient use of the Authority’s library and information systems
* Provide advice to the Deputy Director of Fisheries on current and future information system requirements including computer hardware, suitable software, databases, websites, paper filing systems and archiving methods
* Maintain the Fisheries website and ensure that key documents, information and opportunities are made available on a timely basis
* Keep up to date with information and public awareness products of regional organisations involved in fisheries and maintain stocks of posters, leaflets, videos, etc. for distribution
* Develop and implement effective information system processes including policies, procedures and staff training
* Ensure the information system is well maintained, issues are addressed in a timely fashion and software licenses are renewed or updated as required
* Assist in the effective preparation and implementation of the Fisheries Department Corporate Plan and Budget that relate to information management and public relations
* Manage supply and service contracts with third parties relating to equipment purchases, maintenance, training or any other expenditure
* Produce regular press releases and, public notices and other public information documents using the Fisheries website, Facebook and other means
* Undertake, and support other Fisheries staff in, the production of videos, public documents, radio programmes, educational materials and other information products
* Take a lead role in planning awareness-raising events including World Tuna Day and school visits
* Undertake other duties as directed by the Deputy Director of Fisheries

**Special conditions:**

* Some out of hours work will be required to successfully carry out the position’s duties
* Undertake any professional development required to ensure currency on all matters relating to information systems

**Person Specifications:**

*Essential minimum requirements:*

Qualifications/experience

* Senior-level professional experience in librarianship and/ or manual and electronic information management systems
* Experience in communications, information dissemination or journalism
* Broad information technology or information systems experience including websites and social media
* Experience in managing equipment and systems

Skills and Abilities

* Proven ability to manage document control systems and equipment supporting the efficient and effective operations of an organisation
* Good knowledge of the range of information systems available relevant to the needs of the department and able to source, procure and implement effective and efficient systems
* Very good organisational, budgeting, costing and time management skills
* Able to work effectively with low levels of local support
* Excellent computer skills with the ability to identify and where possible rectify problems as they occur
* Able to provide effective training and guidance on information systems to staff
* Very good command of written and spoken English
* Very good written and oral communication skills with an ability to interact with personnel at all levels of the Department
* Flexible attitude and ability to adapt appropriately to changing requirements and situations

*Desirable experience/qualifications/characteristics*

* Tertiary qualifications librarianship, document management or information technology
* Good personal support networks in the IT sector an advantage

*It is expected that officers recognise the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*