



PAPUA NEW GUINEA PUBLIC SERVICE  
CLIMATE CHANGE AND DEVELOPMENT  
AUTHORITY



Form OD2.7

**JOB DESCRIPTION**



	<b>SYS. POSN. NO</b> 3600000075	<b>REF. NO:</b> OCCD EX 05
<b>AGENCY:</b> <i>Climate Change &amp; Development Authority</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>PUBLIC RELATIONS &amp; COMMUNICATIONS OFFICER Gr. 15</i>	
<b>DIVISION:</b> <i>MANAGING DIRECTOR'S OFFICE</i>	<b>LOCAL DESIGNATION:</b> <i>Public Relations &amp; Communications Officer</i>	
<b>BRANCH:</b> <i>MANAGING DIRECTOR'S OFFICE</i>	<b>Reporting To:</b> <i>Managing Director</i>	
<b>SECTION:</b> <i>MANAGING DIRECTOR'S OFFICE</i>	<b>LOCATION:</b> <i>PORT MORESBY</i>	

**JOB HISTORY**

FILE NO.	DATE OF VARIATION	DETAILS
511	04/07/2024	Updated

**1.0 PURPOSE**

- 1.1 Develop and promote a positive public image for CCDA among external stakeholder groups by implementing strategic communication initiatives, highlighting the organization's progress, achievements, and showcasing its commitment to addressing climate change and sustainable development.
- 1.2 Ensure that important information about CCDA's work is readily available and communicated clearly to external partners, stakeholders, and the general public. Respond promptly to external inquiries, providing timely and accurate information, and oversee the accurate portrayal of CCDA and its impactful work in various media outlets and communication platforms.

## **2.0 ACCOUNTABILITIES**

- 2.1 Provide clear insights into external stakeholders' expectations and perceptions of CCDA through comprehensive analysis, enabling the organization to tailor its communication strategies effectively.
- 2.2 Develop communication materials that cultivate a positive impression of CCDA among external stakeholders and the general public, ensuring alignment with organizational goals and values.
- 2.3 Respond promptly and accurately to external stakeholder requests for information on CCDA and its work, facilitating transparent communication and building trust with key partners.
- 2.4 Regularly brief the Managing Director on public relations/communications progress, proactively identifying and addressing contingencies and issues that may impact the success of CCDA's image.
- 2.5 Ensure that external stakeholders and the general public maintain a positive impression of CCDA and its impactful work in addressing climate change.

## **3.0 MAJOR DUTIES**

- 3.1 Write and edit reports, speeches, press releases, web copy, and other relevant communication products to effectively communicate the organization's mission, initiatives, and impact. Ensuring that all content maintains a consistent and positive brand image.
- 3.2 Coordinate press conferences, interviews, and other media events with relevant management staff for relevant information to be communicated through the media.
- 3.3 Collaborate with internal CCDA divisional teams and executive management, by providing necessary communication support.
- 3.4 Manage and update relevant social media accounts dedicated to promoting CCDA's image and work. Ensure engaging content that aligns with the organization's objectives.
- 3.5 Invite and involve other CCDA members in contributing their voices to public relations materials, fostering a collaborative approach to communication and showcasing the diversity of perspectives within the organization.
- 3.6 In collaboration with CCDA's external communications function, create and implement a Public Relations communication plan.
- 3.7 Consult with external stakeholders on public relations issues related to CCDA.
- 3.8 Carry out other relevant duties as required or directed, contributing to the overall effectiveness of CCDA's public relations efforts and ensuring adaptability to evolving communication needs.

## **4.0 REPORTING AND WORK RELATIONSHIP**

- 4.1 Report to and work closely with the Managing Director to ensure that communications priorities align seamlessly with CCDA's overarching strategy.



- 4.2 Work with representatives from various divisions within CCDA to ensure coherence and synergy of public relations activities throughout the organization.
- 4.3 Continually model CCDA's values and promote its corporate vision in interactions with internal and external stakeholders.



## 5.0 POSITION AND PERSON SPECIFICATIONS

### 5.1 Qualification

- 5.1.1 Bachelor's Degree in Communications, Journalism, Public Relations, or a related field from a recognized university.

### 5.2 Experience

- 5.2.1 Minimum of 5 years of relevant experience in journalism, public relations or a related field at a management level with an interest in and knowledge of climate change issues at a national and global level.

### 5.3 Knowledge

- 5.3.1 Broad knowledge of media landscape, trends, and industry best practices.
- 5.3.2 Understanding of CCDA's mission, values, and key initiatives.
- 5.3.3 Broad knowledge of Protocol processes.
- 5.3.4 In-dept understanding of PNG's Climate Change Management Act (CCMA), the National Climate Compatible Development Plan (NCCDP), the United Nations Framework Convention on Climate Change (UNFCCC) Agreements, and other climate change related policies.
- 5.3.5 Sound knowledge of Public Service General Orders, Public Service Management Act and Public Finance Management Act.
- 5.3.6 Proficient understanding of information protection and dissemination.

### 5.4 Skills

- 5.4.1 Exceptional written and verbal communication skills.

- 5.4.2 Strong leadership and interpersonal and relationship-building skills.
- 5.4.3 Ability to work under pressure and meet tight deadlines.
- 5.4.4 Proficiency in media monitoring tools and digital communication platforms.
- 5.4.5 Creative thinking and problem-solving abilities.
- 5.4.6 Attention to detail and accuracy in media materials.
- 5.4.7 Active team player.

