



Christian Health Service (PNG)

1. IDENTIFICATION

AGENCY: Christian Health Service	POSITION NUMBER: CHS – NSEC – 032	POSITION REFERENCE NUMBER: ICT032	
DIVISION: Programs	DESIGNATION/CLASSIFICATION: Media & Communication Officer		SALARY GRADE: 12
BRANCH: ICT	REPORTING TO: INFORMATION COMMUNICATION & TECHNOLOGY MANAGER	POSITION NO: CHS – NSEC - 029 032	REF NO: ICT029 32
SECTION: Media	POSITION LOCATION: NATIONAL CHS SECRETARIAT – PORT MORESBY		

2. PURPOSE

Provide media coverage and awareness on CHS related activities for the CHS National Secretariat and CHS Agencies at the provincial level using all forms of communication medium available at the Secretariat

3. SCOPE

Ensure effective communication systems are made possible to enhance and promote the work of CHS.

4. PRINCIPLE ACCOUNTABILITIES

- Maintain and produce CHS quarterly newsletter
- Maintain and update the CHS Website in consultation with the IT Manager
- Liaise with the mainstream media on publishing success stories of CHS and its Agencies
- Respond to matters arising regarding CHS (PNG) on media in consultation with the Executive Director and the two Deputy Directors

5. MAJOR DUTIES

- Responsible to produce the CHS Quarterly newsletter. This includes collection and write up of stories from the agencies, publication and distribution to all CHS Partners in a timely manner.
- Liaise with PNG Mainstream media in sharing CHS success stories on a regular basis from time to time

- Update and maintain the CHS Website on a regular basis with up to date information from time to time
- Advocacy and awareness in communities about CHS and community development issues
- Produce IEC materials for CHS to be used in trainings and awareness in consultation with Health Promotion Coordinator
- Work closely with other Program staff in collecting information, stories and photographs for the CHS newsletter and media publicity.
- Liaise with CHS Provincial Health Secretaries in providing success stories of health activities undertaken in the province.
- Attend CHS forums, meetings and workshops to capture important information/photographs which can be used in the CHS Newsletter or media in conjunction with the Executive Director and the two Deputy Directors
- Collecting information regularly on CHS Activities for reports, features, website updates on a regular basis
- Provide information about CHS in general to interested partners
- Compile audio visual files that can be used in meetings and workshops
- Develop a Communication Strategy that will:
 - Act as a guide for CHS communication aspects
 - Enable a smooth flow of communication procedures within CHS
- Any other duties as directed by the Executive Officer

6. NATURE

Channel of communication is through the Information Communication Manager.

6.1: WORKING RELATIONSHIP

(a) Internal

- All staff of CHS Secretariat
- The incumbent will work in close consultation with the ICT Manager.
- Executive Director and the two Deputy Directors for CHS (PNG)

(b) External

- Work with all Health Managers of church agencies in collecting information
- Liaise with mainstream media on publication of CHS stories
- Government Central Agencies
- Other stakeholders and Partners or Donor Agencies

6.2: WORK ENVIRONMENT

- National Secretariat Office with travel to other provinces if and when required.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- To ensure effective flow of media & communication systems is established. Ensure that all information to be posted on the Website are screened, edited and endorsed by the Management before posting

8. CHALLENGES

- A challenging role that requires an energetic, qualified and skilled person to meet the work demands and can be able to appropriately exposed the work of CHS (PNG) to the World.

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Qualification

- Must have Tertiary qualifications preferably a Diploma in Communication Arts (Journalism) or Media Studies from a recognised tertiary institution.

(b) Skills

- Good computer skills Preferably in using Mac OS or Linux
- Good interpersonal and public relationship skills
- Good written and verbal communication skills
- Skills in layout & Design and Graphic Artist skills
- Good Photography skills
- Skills in website and internet usage and other web based programs

(c) Knowledge

- Knowledgeable in MS Office applications
- Must be knowledgeable and proficient in using Adobe CS6 software (In Design, Photoshop, Illustrator, Dreamweaver)
- Knowledge on using Quark Express is minimal but not a must.
- Must be knowledgeable on internet usage and websites
- Must Have Knowledge on the PNG Organic Law

(d) Work Experience

- Have at least three (3) to five (5) years work experience in media or NGO background

(e) Other Attributes

- Must be a Mature and Practising Christian
- Self-motivator and Starter
- Can work with a team
- Pro-Active and can multi-task
- Able to work under less supervision
- Be able to maintain confidentiality
- Assumes self-Professionalism

10. Variation

This job description will be subjected to review from time to time as or when required, approved and endorsed by the CHS management.