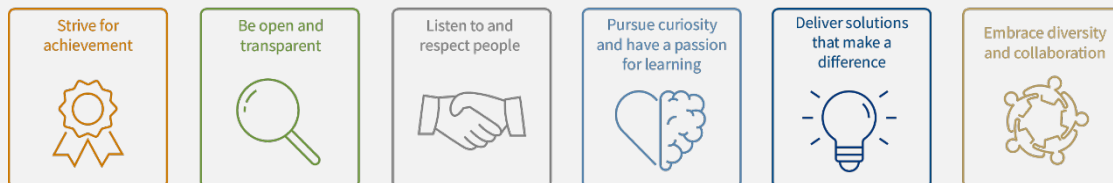


# Position Description

<b>Position Title</b>	Communications Officer
<b>Project</b>	Australian Infrastructure Financing Facility for the Pacific (AIFFP) Support Unit
<b>Reports to</b>	Communications Lead
<b>Duration of Assignment</b>	Fixed-term
<b>Location</b>	Pacific-based

## Our Values



## Program Overview

The AIFFP finances quality, climate resilient infrastructure projects in the Pacific and Timor-Leste. The AIFFP partners with governments, as well as the private sector, to design high-impact, energy, water, transport, telecommunications and other key infrastructure projects. All projects focus on high-quality investments with robust social and environmental safeguards to maximise development outcomes.

The AIFFP is managed by the Department of Foreign Affairs and Trade, with support from Tetra Tech (the Support Unit). The AIFFP Support Unit provides advice and services to support the delivery of the AIFFP and its objectives.

## Position Summary

Working in close collaboration with the AIFFP Support Unit and the AIFFP at the Australian Department of Foreign Affairs and Trade (DFAT), the Communications Officer is responsible for the development and implementation of AIFFP external communications activities in the Pacific region (including but not limited to printed and digital content, promotional materials, events, media engagement and social media).

The Communications Officer will coordinate AIFFP’s communications activities in the Pacific, build and maintain good relationships with AIFFP’s stakeholders as well as local media.

## Key Responsibilities

## **Key responsibilities include**

### Communications strategy development and implementation

- Improve awareness, understanding and appreciation of AIFFP, its mission and programs in the Pacific.
- Work with the Communications Lead from the AIFFP Support Unit to develop, implement and monitor an annual communication plan, in line with AIFFP's communications strategy.
- Develop and produce communication products and content to showcase AIFFP's work in the Pacific and advocate the success of AIFFP's work in the development sector, including but not limited to key messages, briefs, regional/country brochures, talking points, impact stories, presentations, photos, videos and web and social media material.
- Facilitate effective proper dissemination – at country and regional levels – of communication products, including publication on AIFFP or partner web sites, liaising closely with the AIFFP in Canberra as appropriate and actively utilise web and corporate social media channels in line with DFAT guidelines.
- Develop and support the application of branding assets and merchandise, including at events and project sites.
- Assist in the identification, communication and promotion of project plans and outcomes;
- Media monitoring and identification of media opportunities.
- Undertake travel to AIFFP project sites, as necessary, and facilitate the collection/production of stories, interviews, photos and videos.

### Liason and events management

- Facilitate local/regional media relations including: drafting press releases, media-style briefs, talking points and Q&A; developing and maintaining a network of media contacts in the Pacific; and organizing media and press events (e.g. conferences/briefings) as appropriate.
- Provide coordination support for events organised by AIFFP and in which AIFFP is participating.
- Create and maintain a network of relationships across a variety of communications channels.
- Create and maintain a good working relationship with DFAT Public Diplomacy and other communications teams from AIFFP partners, Pacific governments and key stakeholders.

### Representation

- At all times, represent AIFFP in accordance with DFAT's values and in a professional and respectful manner.
- Ensure AIFFP is adequately represented through digital channels of the Australian High Commission or Embassy in the Pacific countries, and other relevant fora/meetings and work in close collaboration with the DFAT Public Diplomacy Manager to ensure AIFFP interests and priorities are well represented.
- Ensure all public documents produced adhere to the DFAT brand, messaging and style guidelines.

## **Selection Criteria**

### **Qualifications**

- Tertiary qualifications in Journalism, Communications, Public Affairs, Social Sciences, International Relations or other discipline closely related to development, media or infrastructure.

### **Experience and Knowledge**

- Minimum of at least five years relevant experience working in development communications at a mid to senior level.

## Selection Criteria

- Demonstrated ability to develop high-quality content for a range of purposes, including general communication activities such as writing and editing information materials and feature articles, social media, producing video content, event management, web-content and multimedia material.
- Demonstrated experience in leading the development, implementation and monitoring of a communication strategy and plan.
- Proficiency in MS Word, Excel, Power Point and other computer applications and design tools.

## Personal Attributes

- Highly developed interpersonal and communication skills.
- Proficient use of written and verbal English (Level C) is required plus fluency in local language is advantageous.
- Ability to be both a self-starter and manage work deadlines and priorities autonomously as well as work as part of a team.
- Ability to proactively build and maintain relationships with internal and external stakeholders to enable consultation, development and socialisation of the AIFFP's objectives and successes.

## Child Protection

Tetra Tech International Development is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

## Gender Equality, Disability and Social Inclusion

Exemplifying Tetra Tech International Development's commitment to technical excellence in gender equality, our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to all of our programs to improve the livelihoods of the world's most marginalised groups.

## Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

## About Tetra Tech International Development

Tetra Tech International Development has a 40 year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development (now known as the Foreign and Commonwealth Development Office). Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

By signing below, I acknowledge that I have read, understand and accept the above position description:

**Employee Name** .....

**Signature** .....

**Date** .....