



Announcement No: POC-007-23
Opening Date: 2/03/2023
Closing Date: Until Filled

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Palikir, Pohnpei, FM 96941
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Office of the Director

FSM Personnel Office

email: personnel@personnel.gov.fm

Project Communications and Knowledge Management Officer

The Project Communications and Knowledge Management Officer will work under the guidance of the Project Manager to provide technical expertise in strategic communications and knowledge management.

Duties and Responsibilities

- Oversee the utilization of the Knowledge and Attitude Practice (KAP) surveys, including questionnaires throughout project implementation as opportunities arise;
- Liaise with Plant and Animal Quarantine Service staff based at the ports to routinely request passengers entering and exiting the respective States to complete the KAP survey form and analyse data;
- Support and coordinate development of the Communications Strategy and Action Plan with project consultant, PIU and partners in each state, seek alignment on key messages, brand, and oversee roll out of events, materials, and activities;
- Update the Communications Strategy and Action Plan and implement accordingly;
- Represent the project at meetings, workshops, conferences, and other opportunities, as identified by the Project team;
- Ensure quality production of advocacy and branding materials such as periodicals, annual and donor reports, briefing notes, picture stories, videos etc.;
- Develop and archive communication materials such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc.;
- Document best practices and maximize opportunities for increased engagement and buy-in for stakeholders, partners and government leaders;
- Lead development of communication and awareness materials to ensure visibility of the project achievements and good practices;
- Maintain information portals and social media sites (e.g. Facebook, Twitter and Youtube);
- Represent team in calls, meetings and workshops within UNDP and FSM related to communications, in order to ensure cross-learning and application of new approaches to the project;
- Perform other duties as assigned.

Required skills and expertise

- A university degree in social science, marketing, communications or related;
- At least 5 years of experience in a previous management or communications role;
- Knowledge of and experience with the basics of marketing-branding, positioning, understanding of key audiences, etc.;
- Extensive social media experience is an added advantage;
- Excellent written and oral English communication skills are required;
- Advanced working knowledge of MS Office (Word, Powerpoint, Excel, Publisher), including proficiency in using Adobe Photoshop and other related programs.

Salary

The annual salary is \$25,000.00 depending upon qualifications of the applicant.

To Apply

Send application/resume by mail, or email to the following addresses:

Department of Resources and Development (R&D)
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Email: fsmrd@rd.gov.fm

Office of Personnel
P.O Box PS-35
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm

The Office of Personnel will be accepting applications/resumes from February 3, 2023 until filled.

THE FSM IS AN EQUAL OPPORTUNITY EMPLOYER