



**SOLOMON ISLANDS CHAMBER
OF COMMERCE AND INDUSTRY**

JOB DESCRIPTION

MEDIA & COMMUNICATIONS OFFICER

SICCI is the peak organisation representing the private sector and works in collaboration with the Solomon Islands Government, Donors, Business community and NGO's to: a) champion policies that deliver jobs and growth, and b) supports services that assist members to grow their business.

The Media and Communication officer will report to the CEO and in line with SICCI's strategic plan, will be responsible for developing, managing and implementing a media and communication plan.

Roles and Responsibilities:

- In consultation with the CEO, develop, manage and implement a media and communication strategy.
- Design, produce and coordinate the distribution of public relations materials such as media releases, radio scripts and briefs, across a variety of media outlets.
- Build and maintain good working relationships and contact with stakeholders, such as the Solomon Islands Government, donors, the business community, NGOs and media to progress SICCI's role in supporting the private sector.
- Identify target audiences and prepare suitable communication to engage these audiences to maintain and build membership.
- Work with external providers (printers, designers, collaborators) to develop marketing materials for SICCI branding initiatives.
- Coordinate events and activities for members in collaboration with membership and advocacy officer.
- Ensure website content is up to date.
- Respond to enquiries from the public via the website in a timely manner.
- Advise staff and update integrated marketing communication plan and budget as required.
- Complete other communications tasks as required by the CEO.

Qualifications, Skills and Experience:

- Degree in Journalism or similar, communication and or public relations with minimum of two years' work experience.
- The successful applicant will have:

- Good spoken and written English, including experience communicating effectively with a range of audiences.
- Good computer literacy (Word, Excel, Power Point, Email and Internet).
- A good understanding of business and government institutions and processes and their link to SICCI's core function.
- Demonstrated leadership, initiative, willingness to learn and able to work as team and with minimum supervision;
- An ability to proactively seek support and/or solutions in dealing with new or unknown tasks and issues;
- Photography skills and knowledge on using Adobe Softwares highly regarded.

REMUNERATION

An attractive salary and housing allowance will be paid for the right candidate.

All enquiries should be directed to the Administration Office at SICCI on phone 39542 or email ceo@solomonchamber.com.sb

All applicants must provide a cover letter outlining your interest in the position, a current CV with copy of academic qualifications, and two referees support letters with contact details.

We welcome applications from both female and male candidates.

Applications should be addressed to:

Chief Executive Officer
Solomon Islands Chamber of Commerce and Industry (SICCI)
Suite 223, 1st Floor, Hyundai Mall
Central Honiara
PO Box 650, Honiara

All applications must be received no later than 10 January 2022. Only shortlisted candidates will be contacted to attend an interview.