



MSG Secretariat Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

VACANCY ANNOUNCEMENT

MEDIA AND COMMUNICATION OFFICER

The Melanesian Spearhead Group (MSG) Secretariat invites applications to the position of the **Media and Communication Officer (MCO)** located at its headquarters in Port Vila, Vanuatu. The Media Officer assumes the primary responsibility for planning, improving and implementing communication strategies to achieve greater organizational visibility for the MSG Secretariat.

The Media and Communication Officer will be responsible for developing and implementing the Media and Communication strategy of the Secretariat. This responsibilities includes drafting media releases, organizing press conferences, setting up of media interviews, developing promotions and advertisements, coordination of Audio and Visual facilities, keeping the Secretariat's social media channels active and engaging, and ensure the quarterly publication of the Melanesian Tok Newsletter and other media materials to foster visibility to the MSG Members and Stakeholders.

The Media and Communication Officer must be vigilant and be able to keep track of the day to day media and news items for update and strategic planning purposes.

Interested persons must be a citizen of an MSG member country and including the FLNKS of New Caledonia.

“The MSG Secretariat is an equal opportunity employer and strongly encourage all with the relevant and required qualifications and experiences to apply for this role”.

Applications must include copies of qualifications, a copy of Curriculum Vitae, and written references from a minimum of two (2) referees, and be marked **“Confidential”** and addressed to:

Director General
Melanesian Spearhead Group Secretariat
Independence Garden
Private Mail Bag 9105
Port Vila, Vanuatu

Applications can also be emailed to recruitment@msg.int, clearly marked **“Application for Media and Communication Officer”**

Applications must be submitted no later than **Thursday 30 November, 2019.**

Full details of the job description and responsibilities, requirements, remuneration package can be obtained from Ms. Mothy Sisi at email m.sisi@msg.int or on telephone (678) 24537 / 27791 or by fax (678) 27691.

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***Authorized by
Director General
MSG Secretariat***