



PNGOC Media & Communication Officer – Vacancy

Are you a Media and Communications professional looking for a new role within the Sports/Not for profit Industry?

Job Details	
Employment	Full-Time
Industry	Sports/Not for Profit
Job Function	Marketing/Media/Commercial
Location	Port Moresby, Papua New Guinea
Deadline	Monday, March 15th 2021 4:30PM (Port Moresby, Guam Time)

About the PNGOC

Established in 1961, the Papua New Guinea Olympic Committee (PNGOC) is a non-government, not-for-profit organisation with the responsibility to select, send and fund Team PNG to the Olympic Games, Commonwealth Games and Pacific Games.

The PNGOC is a believer of sport as an enabler for sustainable and inclusive development. As one of 206 National Olympic Committees world-wide, the PNGOC is the flagship of PNG sport development and international participation, which has evolved over the last 59 years.

We are a values-based organisation with the vision to “Inspire and Unite Papua New Guineans through Sporting Excellence and Success”.

For more information about the PNGOC, you can visit our website at <http://www.pngolympic.org/>

About the Role

The Media and Communications Officer will play an ‘allrounder’ Communications role within the PNGOC and have a particular focus on content creation, including writing high-quality content for the PNGOC, its website, local media, print, our social media platforms and other related publications.

The Media and Communications Officer will work closely with the Corporate Manager to maintain, update and implement the PNGOCs Communication plan to support the wider organisational strategy and help achieve the organisation’s objectives.

Key Responsibilities

- Develop, implement, maintain and report on the PNGOC Communications plan
- Generate and distribute news stories for consumers/stakeholders based on the PNGOCs strategic communications plan and core values
- Promote the PNGOC and partner(s) brand through media opportunities and communication through various owned sources such as the website, social media platforms, and publications

- Develop press releases, speeches and materials to support the PNGOCs media campaigns, conference presentations, event activities and digital footprint.
- Manage daily communications relating to issues that may arise from the sport industry, media and government.
- Maintain and build strong relationships with local media contacts and other stakeholders.

Key Requirements

- Minimum 5 years' experience in a similar or related role with Degree in Communications, Journalism, PR or similar
- Ability to manage multiple deadlines and deal with a number of stakeholders at one time
- Excellent written and oral communication skills, including the demonstrated ability to prepare written materials for a variety of audiences.
- Experience working with traditional media (particularly print media journalists) and digital media channels and social media platforms.
- Excellent critical thinking capacity and the ability to exercise judgement and solve problems quickly and effectively.
- The ability to build strong relationships with a broad range of stakeholders (internal and external) as the organisations media liaison
- The ability to work independently and use initiative to develop and implement ideas.

DESIRABLE

- Experience in Adobe family of products
- Photography and Videography Skills
- Proficiency in Microsoft Office 365
- Graphic Design

How to Apply:

If you are interested in this role, send an up-to-date copy of your CV to pngolympic@pngoc.org.pg and aravusiro@pngoc.org.pg along with a cover letter for the position you are applying for.

Applications close 4:30PM Monday, March 15th 2021. Early applications are encouraged as this position will be filled as soon as the right candidate has been identified.