



NDRAC

National Disability Resource & Advocacy Centre

DIVINE WORD UNIVERSITY, P O BOX 483 MADANG, MADANG PROVINCE, PNG



POSITION VACANT

COMMUNICATION & MEDIA OFFICER

Reports to: Project Coordinator and NDRAC Board Steering Committee

Cooperates with: Department of Community Development, PNGADP, NBDP, Provincial Resource Centres, Disabled People Organisations (DPO), and Divine Word University

JOB SUMMARY

The Communication and Media Officer of the National Disability Resource and Advocacy Centre (DRAC) understands the needs and rights of disabled people and is a communicative, creative and administrative leader. S/he directs and administers the production of The Network (national disability magazine), takes a leading role in initiatives for raising awareness for disability issues at all levels in society and supports the development of NDRAC. This role requires the ability to work independently.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Manages the production of The Network (motivating people to submit editorial material, selecting and editing received articles, setting the draft of edition, thinking about next topics and features, coordinating the logistics and technical work, and issuing)
- Produce a monthly column in the Weekend Courier
- Coordinate production of advertisements and promotions in the mass media (Radio, TV and online)
- Produce resource packs and educational awareness and campaign materials
- Organize and coordinate media awareness programs for stakeholders
- Contribute to the creation, editing and management of accessible NDRAC information and communication tools (website, newsletter, magazine, specific publications, information packs, exhibition kit and other media as appropriate)
- Develop relations with the media (press releases, articles, press conferences, develop a high media profile of National DRAC and partners in mainstream, specialised and disability media, cooperate with the media to develop disabled people's image)
- Assists in the organisation of conferences and/or workshops for the disability sector.
- Generates income, such as selling of advertisements and seeking donations etc.
- Write and circulate press releases and undertake media advocacy where appropriate
- In close cooperation with the Project Coordinator the Communication Officer provides quarterly reports to the Project Coordinator, NDRAC Board and donors.
- In close cooperation with the Project Coordinator the Communication Officer Facilitates Board meetings every month.
- Supports the establishment and further development of the National DRAC.
- Deliver communications training to partner organisations
- Performs other duties and functions that are assigned or delegated by NDRAC Project Coordinator

Person Specification and Skills

Qualifications – Minimum Diploma in Communication Arts, PNG studies, or Arts & Design, preferable Bachelor degree.

The successful applicant must possess the following:

- At least 3 years experience as Graphic Artist or creative assistant
- Hands on team player who is energetic, has integrity and is accountable for performance and outcomes
- Experience in dealing with the mainstream media and publishers
- Excellent communication and networking skills;
- Fluent in speaking and writing English and Tok Pisin;
- Ability to communicate clearly and concisely in writing and orally with groups and individuals;
- Editing and proof-reading skills
- Knowledge of how to present information to different audiences;
- Demonstrated ability to provide a range of creative options for any media situation
- Ability to prioritize design requirements and cope with several projects at a time
- Able to work and communicate with persons with disabilities
- Understand the disability sector in Papua New Guinea
- Work under minimum supervision
- Experience of developing and maintaining websites
- Proficient in the use of MS Office
- Graphic design experience with knowledge of the latest trends in design software such as Adobe Creative Suite CS 5.5
Adobe Illustrator, Adobe Photoshop, Adobe Aftereffects, Adobe Premiere Pro, Adobe Indesign, Final Cut Pro

Written applications with copies of qualifications and names of three referees and a reliable telephone number/ email contact should be directed to:

DEADLINE - Please submit applications by Friday 3rd May.

The Project Coordinator, National Disability Resource & Advocacy Centre (NDRAC), Divine Word University
P O Box 483 MADANG, Madang Province, Papua New Guinea, Email: rbanasi@dwu.ac.pg
<http://www.ndrac.weebly.com>