



<b>Communications and Events Officer</b>	
<b>TEAM/PROGRAM:</b> Partnerships, Events and Membership Engagement	<b>LOCATION:</b> Port Vila
<p><b>ROLE PURPOSE:</b> Reporting directly to the Monitoring and Evaluation Coordinator the Communications and Events Officer will work with staff throughout the organisation to ensure VCCI’s advocacy and activities are effectively presented to the general public. This will be done through the development of information and communication products both for digital and print communications. This role will also be responsible for the delivery of a comprehensive annual program of VCCI events, in collaboration with Council members, business members and stakeholders.</p>	
<p><b>SCOPE OF ROLE:</b> Reports to the Monitoring and Evaluation Coordinator, with a dotted line to the Development Adviser</p>	
<p><b>Staff directly reporting to this post:</b> NA</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b> As a member of the Senior Management Team, contribute to:</p> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Support VCCI with raising public awareness about who the Chamber is, what it does, services it provides and updates on all activities via all available media channels;</li> <li>• Provide support to the implementation of a social media plan as well as production of multimedia materials, website content and other digital work, including cooperating with the M&amp;E Coordinator on updating and managing the VCCI website;</li> <li>• Coordinate with colleagues from VCCI’s Member Services team in communicating program effectiveness, best practice and achievements through digital and print means;</li> <li>• Coordinate, draft and publish weekly Business column for Daily Post;</li> <li>• Ensuring design of various products for print, e.g. reports, briefing papers, guidebooks, including by managing external contractors;</li> <li>• Ensure that all communications products are of a high quality and conform to standard and procedures, including brand guidelines;</li> <li>• Coordinate television and radio programs to support VCCI in reaching all members.</li> </ul> <p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• Develop, deliver and evaluate a comprehensive annual program of VCCI events, including the coordination of the set-up and pack down of events;</li> <li>• Liaise with and provide event management support to other staff organising community events;</li> <li>• Maintain a high level of public display and information material relating to events, including designing information for events;</li> <li>• Prepare promotional material for events;</li> <li>• Provide input into and manage event budgets;</li> </ul>	



- Ensure appropriate advertising of all Council events, utilizing appropriate communications mediums.

**Representation**

- Establish, maintain and improve working relationships with Government, donors and communities.

**SKILLS AND BEHAVIORS**

**Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling VCCI values.

**Ambition:**

- Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for VCCI, engages and motivates others.
- Future orientated, thinks strategically.

**Collaboration:**

- Builds and maintains effective relationships with colleagues, Members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

**Creativity:**

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

**Integrity:**

- Honest, encourages openness and transparency.

**Occasional duties**

Perform any other duties as may be assigned from time to time.

**Academic Background, Experience and Person Specifications:**

- High level of both spoken and written English and Bislama. Evidence of excellent English verbal and written communication skills for a wide range of different audiences. Familiarity in communicating in French an advantage.
- Professional experience in communications, multimedia, journalism, visual and digital or traditional media or external communications work.
- Successful use of graphic design and/or video editing software
- Experience and understanding of the Private Sector an advantage.
- Computer literacy and excellent documentation skills are a must.
- Availability and willingness to travel within Vanuatu also a must.

**SIGNATURES**



Communications Officer:	Signature:	Date:
General Manager:	Signature:	Date:
Date of issue:                      Author : Adviser		