



Title: Labour Mobility Communications Officer

Duration	Until 30 June, 2023 with possible extension	Government pay scale 4.1	1,195,500 annual salary
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Purpose of the Position:

The **Labour Mobility Communications Officer** will be responsible for coordinating national media of Labour Mobility in Vanuatu, through media and promotional outlets, including television, radio, print press and social media, in particular 'Dpt Labour's Labour Mobility' facebook page. This role will also support regional media initiatives and contribute to the development of monitoring and evaluation communication products.

The Employment Services Unit (ESU) within the Dpt of Labour is responsible for delivering a high-quality Labour Mobility program to both Australia and New Zealand. Part of quality programming is to ensure that the labour mobility information shared with workers, with employers, with labour mobility stakeholders, and with the public is **accurate and timely**.

Labour Mobility Programs (PALM and RSE):

There are currently **two labour mobility programs** being implemented in Vanuatu. The **Pacific Australia Labour Mobility (PALM) scheme** offers both seasonal and long term opportunities for Ni-Vanuatu to work in Australia for up to four years, in various sectors (meatworks, agriculture and tourism). The **Recognised Seasonal Employers (RSE)** scheme offers opportunities for Ni-Vanuatu to work in New Zealand for up to 7 months at a time primarily in the viticulture and horticulture sectors.

Duties:

Under the direction of senior ESU staff, the **Labour Mobility Communications Officer** will:

- Develop appropriate communication plans about Labour Mobility for the Dpt Labour
- Support the production of content for the development of communication products across a range of channels (social media, print, radio, television)
- Produce final communication products for Labour Mobility facebook page, for radio, television, print media, and other relevant media outlets
- Actively seek and secure opportunities to promote the Labour Mobility programs in Vanuatu, in partnership with relevant stakeholders and donor partners
- Actively update the labour mobility content update on Dpt Labour facebook page
- Work in close consultation with the Monitoring, Reporting and Evaluation staff, and support them in finalising their M&E products (e.g. 'stories of change' booklets etc)
- Liaise with local, national, regional labour mobility 'communication' stakeholders
- Develop working relationships and open communication pathways with relevant Australian based staff who are implementing/ coordinating 'communication' about these labour mobility programs
- Assist colleagues with the strengthening of their skills in communications, team building, problem solving, use of communications technology etc
- Report any incident to your supervisor, where staff or participants are behaving in a manner that contravenes the workplace Code of Conduct.
- Complete required administrative tasks, attend relevant meetings linked to your role



Qualifications and Experience:

- Undergraduate degree in communications, journalism, or similar science communications **and/ or**
- Three years of experience, working in communications
- Excellent communication skills, for high level external engagement
- Demonstrates high levels of initiative
- Has strong organisational and time management skills.
- Excellent computer skills (Internet, Word, Excel, PowerPoint, Outlook).
- Experience in managing and implementing projects
- Understanding of Gender, Disability and Social inclusion
- Experience in fast paced working environments, with tight deadlines
- Fluent in English and Bislama
- Familiarity with the Pacific Labour Mobility programs

How to apply:

Please send your application to **Jeanette Tanghwa** to email: Jeanette.Tanghwa@pacificlabourfacility.com.au

Alternatively, a hard copy application can be provided to the ESU in a sealed envelope, addressed to:

Jeanette Tanghwa
Employment Service Unit
Department of Labour
Independence Park
Port Vila, Vanuatu

- A cover letter that reflects:
 - Your communications skills & experience
 - Your teamwork skills
 - Your strong communication, networking and interpersonal skills
 - Your initiative and organisational ability
 - Your ability to read, write and converse in both English and Bislama
- An up-to-date CV with copies of qualifications
- Contact details (phone and email address)
- Confirmation of nationality and country of residence

Applications must be submitted by no later than **4.30pm on Friday 23rd September, 2022.** Late applications will not be considered.

For further enquiries, please contact **Jeanette Tanghwa** Jeanette.Tanghwa@pacificlabourfacility.com.au