



MINISTRY OF MULTI-ETHNIC AFFAIRS & SUGAR INDUSTRY

JOB DESCRIPTION: COMMUNITY ENGAGEMENT OFFICER

CORPORATE INFORMATION

1. Position Band: F
2. Salary Range: \$24,261.72 - \$30,615.98
3. Duty Station: Central, West and North
4. Reporting Responsibilities:
 - a) **Reports To:** Senior Policy Analyst (s)
 - b) **Liaises with:** Senior Policy Analyst, Head of Research, Policy and Project, Director Multi-Ethnic Affairs, Government Agencies and Statutory Bodies, Private sector, Civil Society, Non-Government Organizations and General Public regarding activities of the Research, Policy and Project Unit.
 - c) **Subordinates:** None

POSITION PURPOSE

The position of Community Engagement Officer is responsible for establishing community based partnerships in order to deliver functions, activities and projects under the Research, Policy and Project Unit. This position will also involve planning, facilitation, monitoring and evaluation of community service initiatives.

KEY DUTIES

1. Support the planning, implementation, monitoring and review of the Ministry's community based programs as per the Strategic Plan.
2. Increase the Ministry's visibility and outreach through participation in key Government and Non-Government events and road-shows.
3. Build relationships and trust through networking with relevant stakeholders including leaders in communities, Non-Government Organizations and Civil Society Organizations.
4. Assist in capacity building and awareness initiatives aimed at empowering communities in relations to social cohesion.

5. Create a Register of Events that are celebrated by the 12 diverse communities and establish Focal Points of Contact with each of these communities for ease of communication and access.
6. Assist in the compilation of community based proposals and assessment reports.
7. Assist in the logistical preparations for Events organized by the Ministry.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective implementation of community based programs.
2. Successful implementation of partnership measures.
3. Review and evaluate existing community based programs.
4. Assess effectiveness of capacity building and awareness initiatives.
5. Establishment of Ministry's Annual Calendar of Events.
6. Development of Project proposals and Community Assessment Reports.
7. Enhanced visibility and representation of the Ministry.

PERSON SPECIFICATION

A Degree (or equivalent work experience) in Social Policy, Sociology, Governance, Management & Public Administration. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least three (3) year's work experience in Community outreach programs or similar role
2. Knowledgeable in local community setup's and protocols
3. Experience in developing project proposals
4. Experience in maintaining good relationship with communities and stakeholders
5. Good communication and organisational skills.
6. Able to utilize applicable computer programs to support the operations of the Ministry.
7. Performing administrative duties such as scheduling meetings, maintaining databases, and ordering supplies.

Skills and Abilities

1. **Cross Cultural sensitivity to Ethnic Diversity** - knowledgeable about the geographical cultural sensitivity of an area in order to effectively promote cross-cultural understanding and implement programs and services that support diversity, impartiality, and inclusion and collaborate with cross-cultural groups and community leaders to identify and implement a range of activities, trainings, and educational opportunities that will expand multicultural perspectives and problem-solving skills.
2. **Community dialogue for sustainable peace** – facilitating dialogue for conflict prevention and peace building in communities is pivotal in addressing sensitive issues and conflict resolutions. Dialogue is one of the approaches that is mostly used and cuts across all other approaches to conflict resolution and transformation. Dialogue is a distinctive way of communicating, which is the essence of relationship.

3. **Communication Skills:** Effective communication with stakeholders at all levels, whilst maintaining high level of sensitivity and confidentiality.
4. **Understanding of Protocols:** knowledgeable in the Government and Community protocols.
5. **Analytical Skills:** To analyze data, interpret results, and draw meaningful conclusions.
6. **Critical Thinking:** Apply critical thinking to evaluate effectiveness of community based programs.
7. **Project Management:** Ability to prioritize and balance multiple tasks and meeting deadlines.
8. **Team Player:** Effectively collaborate with colleagues, participate in group discussions, and contribute to Ministry's projects and programs.
9. **Problem-Solving Abilities:** Possessing problem-solving skills to help overcome obstacles effectively.

Personal Character and Eligibility

All applicants for employment must be Fijian Citizens, under age 60, with personal character and background, politically neutral that demonstrate a commitment to the Public Service Values and Code of Conduct. Appointments offers will be subject to confirmation of a clear police record.

The Ministry of Multi-Ethnic Affairs is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skill and abilities required for the job, as these criteria will be considered in assessing the relative suitability of applicants.