



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	SEQUENCE NO: 12	POSITION NO: COS06
DESIGNATION/CLASSIFICATION:	Communications Officer "C", Grade 10	
DIVISION: Office of Secretary	LOCAL DESIGNATION: Head Office Port Moresby	
BRANCH/UNIT Executive Services	REPORTING TO: Facilities & Assets and Team Leader Team One	POSITION NO: COS05
HIGHEST SUBORDINATE Communication Support Officer	POSITION NO: COS07	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
COS12	Commission meeting Decision on M5-2024 dated 23.05.2024.	Organizational Structure

2. PURPOSE

Manage the production and distribution of Commission's approved publications and information with the aim of promoting within the broader community as well as within the Commission a strong understanding of the Constitutional role of the Commission, the management of the OC Library system, and digitisation of Commission's records since 1975.

3. ACCOUNTABILITIES

- Timely review, production, management and dissemination of all Commission's approved publications and information.
- Maintenance and regular update of Commission Website and Facebook Page.
- Ensure all print and electronic materials are vetted before publication.
- Maintaining an accurate archive of all Commission Publications and Information.
- Maintain a collection of relevant materials from overseas related agencies for Commission's publication and use.
- Establishing network with stakeholders, relevant organisations and Media.
- Advice OC staff of agreed style guides and publication templates to ensure consistent format.
- Monitoring the Media and reporting regularly on issues of interest to the Commission.
- Maintain strong media relations networks within PNG and internationally on Commission's approval.
- Maintain regular update of information's in the OC Library System.
- Digitize all Commission records.
- Assist the Team Leader as and when required.

4. MAJOR DUTIES

- Production, Printing and Dissemination of all Commission's Publications. ranging from Annual Reports, the Wasdok newsletter, Fliers, Divisional Publications etc..
- Assist with the External Relations Program Review and Update awareness materials.
- Develop Style Guides and Publication Templates to ensure OC's Standard format is maintained.
- Maintain and regularly update the Commission's Website and Facebook Page.
- Provide Statistical Report on complaints received from the Commissions Website, Facebook, Twitter etc., and to whom it has been referred to.
- Offer and train officers on Media PR and Public Speaking.
- Provide innovative ideas on marketing the Commissions core functions and services to the general public through jingles, short videos, media campaigns etc., on the Website, TV, Radio, Print Media and on the Social-Media.
- Assist the Team Leader in monitoring the Media and reporting regularly on issues of interest to the Commission through Divisional Director and Secretary to the Commission.
- Respond to senior management's request on queries relating to media and public relations issues.
- Manage the OC Library system and update information's, documents and policies etc..
- Train officers on the use of the Library system.
- Digitize all Commission's records.
- Carry out other duties as required by the Team Leader.

5. NATURE AND SCOPE

The Communications Officer is responsible for Commission's Library system, Information's internally and externally as well as these Publication's and Information's' dissemination, publicity, OC website, OC Corporate wear and marketing, and records digitization.

5.1 WORKING RELATIONSHIP

(a) Internal

Liaise with operational divisions, including IT Unit on review and production of Publications and Information and information for public consumption.

(b) External

Liaise with relevant OC's approved stakeholders, the mainstream media, other media organisations on publicity of Commission news/information and respond to general queries on the Commission's Website, Email and Facebook Page.

5.2 WORK ENVIRONMENT

This is a specialist and technical position given the required background in production and review of publications, report writing, editing and proof-reading, website development and management etc.

This position reports to the Team Leader.

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Degree in Journalism, Publication Relations, Publishing, Information and Communications, and the Library System.

(b) Knowledge

- Has understanding of OCPNG its roles and responsibilities.
- Knowledge of Media code of conduct and ethics.
- Knowledge in Public Relations Practices.
- Knowledge in use of other media systems and equipment e.g. camera (video and still).
- Knowledge in the various social media platforms.
- Knowledge in developing and management of Websites.
- Knowledge in computers and internet usage and various and latest desktop publishing software.
- Knowledge in styles of writing and editing.
- Knowledge in use of the OC Library system.
- Knowledge in digitization of records and archiving.

(c) Skills

- Possess high level writing, editing and oral communication skills.
- High level Public Relations skills.
- Possess the ability to absorb and pay attention to detail and accuracy.
- Have the capacity to work under pressure, establish work priorities and meet deadlines.
- Possess high level skills in desktop publishing.
- Possess high level layout and designing skills (Some knowledge in graphic art is a bonus).
- Possess high level library skills and library system knowledge.

(d) Work Experience

Must have at least five (5) years' work experience as a Journalist, PR Practitioner or in a similar field.


RICHARD PAGEN
CHIEF OMBUDSMAN

Date: 07/08/25


TABITHA SUWAE
OMBUDSMAN

Date: 04/08/25


KEVIN KEPORE
ACTING OMBUDSMAN

Date: 04/08/2025