



PNG EXTRACTIVE INDUSTRIES
TRANSPARENCY INITIATIVE
NATIONAL SECRETARIAT



MEDIA CONTENTS WRITER/PRODUCER

Duty Statement

The Papua New Guinea Extractive Industries Transparency Initiative (PNGEITI) is an independent body established by the Government to promote transparency and accountability of revenues it receives from the mining, oil and gas sectors and how it spends. PNGEITI is part of a global best practice standard known as the Extractive Industries Transparency Initiative (EITI) that promotes good governance in the extractive sector.

In EITI implementing countries, companies involved in extractive natural resource wealth (oil, gas and minerals) are required to report on what they pay to the governments and governments are also required to report on what they receive from these companies in a given financial year. These financial data are then reconciled by an independent administrator and are published in the annual EITI Reports for public information.

The PNGEITI operation is governed by an oversight body called the Multi-stakeholder Group (MSG) comprising of representatives from relevant government entities, civil society organizations and industry companies. The chair of the MSG is the Minister for Treasury. The PNGEITI National Secretariat is a small office responsible for providing technical and administrative support to the MSG by implementing the policy decisions and directives of the MSG. The National Secretariat is seeking to recruit a qualified and experienced person to fill the position as **Media Contents Writer/Producer**.

Required duties and responsibilities:

- Establish and maintain networks with mainstream media and produce regular news articles on topics of interest and issues relating to the extractive sector;
- Prepare news articles arising from the annual PNGEITI Report publications, its findings and recommendations for public information;
- Record proceedings of MSG meetings, Technical Working Group or Committee meetings and prepare minutes of these meetings;
- Manage production of documents, quarterly newsletters, annual activity reports and publication of such other communication and promotional materials as required;
- Prepare news articles arising from the annual PNGEITI Report publications, its findings and recommendations for public information;
- Facilitate PNGEITI information sessions, media press conference, radio talk back shows, training and workshop including facilities and promotional materials and such other activities as required;
- Draft articles, develop contents and new tools for the PNGEITI website;
- Manage the production of documents, publications and other communication materials
- Monitor media coverage and identify communication opportunities for promoting PNGEITI;
- Develop social media public notices, pamphlets, brochures, posters, banners including media press releases and news articles on PNGEITI outreaches, roadshows,

workshops, trainings, consultations, conferences, interviews and other external engagements and programs;

- Responsible for maintaining and uploading PNGEITI products including; newsletters, reports, press releases, media statements, advertisements, articles and such other products onto the website on a regular basis as part of information dissemination to the public; and.
- Responsible for translating contents of EITI reports, publications and other promotional and communication materials from English into Tok Pidgin and other required local languages for easy understanding and effective communication.

Selection criteria:

- Bachelor's Degree in Information and Communication Technology (ICT), Journalism, Communication, Marketing or other fields related to mining and petroleum;
- At least 3 years relevant work experience in a communications, media or related field;
- Strong and proven experience with web and social media;
- Fluency in written and spoken English and Tok Pisin;
- Experience with in-design, including Adobe, Desktop Publisher and Photoshop software; and
- Knowledge of PNG's media landscape would be an advantage.

Location, Pay and Condition of employment:

- This position reports to the Head of National Secretariat and is based in Port Moresby
- Competitive salary will be offered based on experience and qualifications.
- Accommodation is not a condition of employment

Application:

Applications are to include CV, copies of certificates, academic transcripts and contact details of two referees to:

The Head of National Secretariat
PNG Extractive Industries Transparency Initiative (PNGEITI)
P O Box 1907
PORT MORESBY, NCD

Applications can also be submitted electronically to: Liyasi_Taligatus@treasury.org.pg or can be hand delivered to the PNGEITI National Secretariat office located on the 8th Floor of The Treasury Building, Waigani. Application closes by 4:30 pm on 4th February, 2019.

Authorised by:

Lucas Alkan
Head of National Secretariat