
Position	Communications Officer
Program	Strongim Bisnis
Location	Honiara, Solomon Islands with provincial travel
Duration	Full time until June 2023, with possible extension
Line manager	Communications Manager
Enquiry	Molly Bowers, Program Manager

Background to the Strongim Bisnis program

Strongim Bisnis is an AUD32 million, six-year innovative, pro-business program funded by the Australian Government.

Strongim Bisnis supports Solomon Islands' businesses to increase their productivity, access more income earning opportunities and higher value markets and to become more resilient. Strongim Bisnis supports the private sector and the Solomon Islands Government to work together effectively to increase opportunities for trade and investment and accelerate business growth. A key focus of the program is to ensure Solomon Islands' women, people with disabilities and youth have increased economic opportunities through participation in activities designed to improve their economic empowerment and inclusion.

The program takes a market systems approach to unlock opportunities for growth in selected sectors (cocoa, coconut, financial services, horticulture, timber, tourism and waste management). Strongim Bisnis activities include: developing and testing new business models, reducing the risk to new investors through risk sharing or information sharing arrangements, strengthening the capacity of the private sector to advocate for reform, and support for marketing and investment promotion.

Position Description

The Communications Officer will support the Communications Manager in the management of the communications and knowledge management functions of Strongim Bisnis and the delivery of the program's communications strategic plan.

Duties and Responsibilities

- For the Communications Manager's review, draft compelling stories to showcase the Strongim Bisnis program (media releases, case studies, newsletters, thought leadership articles, infographics, videos, photos, posters, presentations and research) and in particular those stories highlighting successful youth and women entrepreneurs and businesses run by, or employing, people with disability.
- Operate the program's website and social media accounts and work with the Communications Manager to ensure the currency of materials on them; and manage the image and video library.
- Assist with ensuring communications copy and material follow the proper use of Strongim Bisnis' branding and the Australian Government's style guidelines.
- Assist the Communications Manager to plan and manage events to promote Strongim Bisnis and the Australian High Commission

- Assist the Communications Manager, where requested, to undertake donor/stakeholder approval processes for public materials, and processes for engaging with the media followed.
- Track media outlets for project exposure.
- Act as secretariat for meetings to draft and distribute minutes.
- Assist with presentation of Strongim Bisnis' reports (covers, graphics, layout etc).
- As requested by the Communications Manager, provide communications and marketing support to team members and partners.

Skills and experience required

- A tertiary qualification in communications, marketing, journalism or a related field.
- At least 1-2 years of experience working in communications, marketing, journalism or other relevant area, preferred but not essential.
- Strong English verbal and written communication skills.
- Strong interpersonal skills and the ability to engage with diverse audiences – businesses, associations, civil society organisations, donors, senior government officials.
- Proficiency in design software such as Photoshop and demonstrated experience in or above average knowledge of website content management, social media, graphics and document design, photography, video production and editing.
- Excellent organisational skills, strong attention to detail and the ability to multi-task.
- Demonstrated commitment to gender equality, youth empowerment, disability inclusion and do-no-harm principles.
- Willingness to undertake occasional travel for field missions, including to remote areas.