



JOB TITLE: Communications and Media Graphics Officer (readvertised)

DEPARTMENT: Communications

REPORTS TO: Communications Coordinator

PURPOSE AND SCOPE OF ROLE

The purpose of the role to assist with the managing and maintaining the SW image through creating, implementing, and overseeing communication strategies that enhance the organization's public image, promote its activities, and ensure clear, consistent messaging across all channels. This individual will work closely with internal teams and external stakeholders to effectively communicate our mission, vision, and initiatives.

KEY RESPONSIBILITIES

The role holder will:

1. Proactively and consistently role model and promote the 'Solomon Water Way '.
2. Assist to develop and implement communication plans to support the organization's objectives, campaigns, and events.
3. Assist with Write, edit, and proofread press releases, articles, newsletters, speeches, social media posts, and other communication materials.
4. Assist in monitoring and update social media page and SW website.
5. Assist in managing communications during crises, ensuring clarity and consistency of messaging.
6. Support internal communications, ensuring employees are informed of company updates, policies, and other relevant information.
7. Help plan, coordinate, and promote events, ensuring all communication needs are met.
8. Assist with production of SW Newsletters including watertok fortnightly and waterstori quarterly.
9. Ensure branding and style guides and ensure development and supply of high-quality communications and branding support materials.
10. Assist to prepare and supervise the production of public awareness materials such as brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia productions.
11. Provide support to communication team on its community engagement activities and programs.
12. Maintain strong relationship with the media organizations for effective and accurate flow of information to relevant media organization.
13. Assist to update and maintain the Solomon Water website as well as assisting in updating relevant and up-to-date information into the company's website.
14. Work collaboratively with the other key company departments and units to positively maintain and promote the image of Solomon Water.
15. Ensure graphical content of Solomon water's pictures and images is compiled and stored in a safe keeping for Solomon Water's use only.
16. Responsible for all graphics designs for SW ensuring that it aligns to the SW guidelines.
17. Ensure capture all SW events and proper achieving of photos, articles and publications related to SW activities.

KEY SKILLS

1. Experience in communications and media, both print and digital.
2. Excellent IT skills, especially with Indesign, photoshop and photo-editing software

3. Good writing skills
4. Highly developed communication skills in English and Pijin and the ability to professionally represent the company to external stakeholders.
5. Display high level of customer service engagement and communications/Public relation and marketing skills
6. Proven skills in Office Administration with well-developed expertise in MS Office including Outlook, Word, Excel and PowerPoint. Skill in MS Publisher would be advantageous
7. Excellent time management and Organizational skills.
8. Exceptional creativity and innovation

QUALIFICATION

- Bachelor's degree in Communications, Public Relations, Journalism, or a related field.

EXPERIENCE

- Proven experience (typically 2-5 years) in a communications or public relations role.
- Experience in community engagement/awareness