



**Job Description**  
**Communication Officer**  
**Division: Corporate Services**

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Communication Officer
<b>Salary Range</b>	\$ 28,806.00
<b>Location</b>	Main Office - Matautu Tai
<b>Hours of work</b>	Monday to Friday, 8:30am to 5pm
<b>Reporting to</b>	A.G.M Corporate Services
<b>Responsible for</b>	N/A
<b>Employment Status</b>	Permanent Subject to six months probationary period
<b>Primary Objectives</b>	Communication Officer for the Corporation dealing directly with the media, overseeing Public Relations and all external correspondences and act upon instructions from the AGM CS. Updating the Corporations social media platforms and attend to daily online queries. Assist with marketing activities and sponsorship coverage.
<b>Selection Criteria</b>	BCom in Marketing or Management or relevant from recognized Educational Institution Relevant proven work experienced in desire position Experienced with Photoshop and InDesign Programs Well versed in both English and Samoan Able to produce accurate and timely reports Attention to details and critical thinker Understanding of media protocols and professionalism

<p><b>Key Responsibilities, Tasks and Activities</b></p>	<ul style="list-style-type: none"> <li>❖ Manage Corporation brand and reputation</li> <li>❖ Create press releases and marketing campaigns</li> <li>❖ Prepare/arrange Corporation press conferences and oversee public relations and external communications</li> <li>❖ Develop branding initiatives, internal communications and external media relations</li> <li>❖ Develop communications strategy and execute programs to deliver communications objectives throughout the organization</li> <li>❖ Attend to daily online bookings and queries</li> <li>❖ Develop internal publications such as newsletters, releases, email announcements, planned publications, online, intranet, video, special projects and assignments</li> <li>❖ Market the Corporation services and identify new market opportunities</li> <li>❖ Be proactive and innovative in producing the internal monthly newsletter Le Folauga</li> <li>❖ Update website, social media and develop rich and creative content that is optimized for search engines</li> <li>❖ Attend forums and meetings on behalf of SSC</li> <li>❖ Perform any other duties assigned by AGM Corporate Services or direct instructions from GM</li> </ul>
<p><b>Continued Professional Development</b></p>	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.</p>