



## Vacancy- Communications & Technical Assistant

Dialogue Fiji is a Non-Governmental Organisation (NGO) based in Suva, Fiji which works in the areas of Democracy Promotion, Human Rights, Electoral Processes, Citizen Engagement, Peacebuilding and Social Cohesion. Dialogue Fiji is seeking a **Communications & Technical Assistant** to be based at its Suva office.

### Job Responsibilities

- Assist the Programme Officer in Programme related event management activities.
- Update Dialogue Fiji's social media platforms, website and newsletter content and undertake other Programme related correspondence.
- Script, shoot, edit and produce video messages and other multimedia content.
- Shoot, edit and upload photographs of events and activities.
- Execute video editing, motion design, sound design, filming and visual effects tasks to ensure professional quality multimedia outputs.
- Continuous maintenance of the Programme photo archive and selection of appropriate graphics/images for inclusion with written content.
- Monitor and implement the correct use of Programme brand on web and print content produced by partners; in accordance with donor visibility guidelines.
- Develop and perform continuous maintenance of the Programme archive, document databases (share-drive and online) including social media platform, ensuring that the content is accurate, relevant and up-to-date;
- Maintain and update the organisation's website, ensuring that online content is kept accurate, relevant and up-to-date;
- Provide assistance in development of materials and presentations relevant to organization of meetings and workshops; meeting and workshop reports, simple administrative correspondence, and work relevant inputs to external reports and briefings
- Assist in the preparation of internal procurement, logistics and administrative documents related to the Programme activities;
- Perform other duties as required by the line manager and/or Executive Director.

### Required Attributes

- Proficiency in Adobe Premiere Pro, Final Cut, Adobe Illustrator, Adobe Photoshop and other relevant software.
- Ability to deliver professional quality camerawork (photography and videography).
- Proficiency in oral and written English.
- Strong communications skills.
- Ability to work efficiently in a team.
- Creativity and problem solving skills.

**Salary scale: \$12,000 - \$18,000**

Send your applications, which should include a CV, by email to [farisha@dialoguefiji.com](mailto:farisha@dialoguefiji.com) or hand deliver to 9 Rose Place, Rewa St., Suva. Applications close on **31 January 2021**.