



The University of Fiji

MARKETING & PUBLIC RELATIONS

Public Relations Assistant

Ref: OVC 06/11

The appointee will be required to assist the Marketing and Public Relations Officer in all aspects of Marketing and communications which include writing and editing press releases, writing news articles for the newsletter and media, facilitating media coverage of important University events, maintaining archives of print news items, assisting with the University's participation in careers expos and school visits, the production of promotional items and University publications, conducting surveys for marketing research purposes, and assisting with any other tasks assigned by the department head.

Applicants must have as a minimum qualification a Certificate in Journalism or Marketing or Management or related field. Prior experience will be preferred but not essential as on the job training will be provided.

To be successful in this role the person will need to have excellent communication skills in English (oral & written), pay particular attention to detail and have the ability to build and maintain relationships with clients, advertising agencies and the media. High level of computer literacy especially in Excel and Word is also required. The ideal candidate will be a strong team player, who is self motivated and excited by the challenge of generating valuable publicity for the University.

The salary range for the above position is:

Public Relations Assistant: F\$ 8,500 – \$11,000 per annum

Appointment is initially on a three year contract, renewable for a further three years subject to satisfactory performance.

In addition to the salary, the University pays 8% of salary towards superannuation.

The University also provides those appointed from overseas airfares for the appointee and spouse and up to two children who are not yet 18 years of age, a baggage allowance as assistance towards removal cost of personal effects and which may be claimed on the production of receipts, a settling-in allowance on arrival to assist the appointee with temporary accommodation while he or she looks for more permanent accommodation. These benefits may also apply to Fiji based appointees. There are conditions attached to these benefits. Candidates with exceptional attributes may be granted an appropriate salary loading.

Applicants must send their full curriculum vitae, certified copies of their academic qualifications and academic transcript as part of their application and address the criteria for the position they are applying for. Please also show the following information in your application: the reference number of the position you are applying for, and the names and addresses (including email) of three professional referees, one of whom must be your current supervisor or immediate past supervisor. Please send your application to The Registrar, The University of Fiji, Private Mail Bag, Lautoka, Fiji, (email: titoi@unifiji.ac.fj) to reach him by the closing date.

The closing date for application is 9 December 2011

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Private Mail Bag, Lautoka, Ph: 6640600 Fax: 6640700 info@unifiji.ac.fj www.unifiji.ac.fj