



VACANCY

The Online Safety Commission invites applications from suitably qualified candidates for the vacancy referred to below. The appointee will report to the Commissioner and will be required to assist in the effective and efficient operation of the Office.

Vacancy No	Position Title/ Duty Station	Salary Band	No of positions	Contract Duration
OSC07/2023	Projects Officer – Suva	Band E: \$19,041.75	1	3 years

JOB DESCRIPTION

The role is responsible to plan, facilitate and coordinate projects and ensure to meet project deadlines in accordance with the Commission's strategic plan framework. The role also entails to improve relationships with stakeholders to increase efficiency and productivity that is aligned to the goals and objectives of the Commission.

KEY RESPONSIBILITIES

- Design, implement and manage projects for the Commission
- Submit progress and project reports
- Establishing and maintaining a strong relationship with stakeholders
- Provide training to stakeholders and staff
- Establish and maintain effective work relationships with staff and stakeholders
- Work with stakeholders to support project implementation
- Maintain and demonstrates a commitment to customer service

PERSON SPECIFICATION

Knowledge and Experience

- Degree in Project Management, Management, Marketing, or related field, or 3 years relevant experience.
- Minimum 2 years' experience as a Project Officer or project management related role.

Skills and Abilities

- Proficient in documentation and report writing
- Proficient in research and statistics methodologies
- Excellent communication and interpersonal skills
- Good public speaking skills
- Good command of the English language
- Ability to work as a team
- Excellent organisation skills and detail oriented
- Good leadership skills

- Ability to work independently without supervision
- Proficient with digital technology
- Problem solving
- Time management skills
- Professionalism and good work ethic
- Ability to work under pressure

ELIGIBILITY

All applicants for employment at the Online Safety Commission must be of good character, with a background that demonstrates their commitment to the value and principles of the Commission contained in the Online Safety Act 2018. Applicants must also be Fijian citizens, under the age of 55 years, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

SUBMISSION

Applicants must submit the following:

1. A detailed and updated curriculum vitae (CV);
2. The contact details of at least two (2) referees with one (1) being the current employer if applicable; and
3. Certified copies of academic certificates and transcripts.

We do not require written referee reports, or qualifications to be submitted with your application at this stage. These will be verified as required later in the process.

Applications stating the vacancy number can be submitted in one of the following ways by **4.00pm on Wednesday, 22 February 2023. Late applications will not be accepted. Applicants are encouraged to submit their application via email.**

Email; or	careers@osc.com.fj
Post; or	'Vacancy Number' The Commissioner – Online Safety Commission G. P. O. Box 51 Government Buildings Suva
Hand Delivery	'Vacancy Number' Online Safety Commission Level 9 Suvavou House 401 Victoria Parade Suva