



Job Description

Media Officer

The National Communications Authority of Timor-Leste, formally Autoridade Nacional de Comunicações (ANC), is a statutory authority established by the Telecommunications Decree-law No. 15/2012 of 28 March 2012.

The ANC is seeking to employ a Media Officer. The media officer will work under the guidance and direction of the Corporate Service (CS) Director to carry out functions related with communications and media.

A. Key Responsibilities

- Communicates with the relevant authorities with respect to policy and legislation related to the regulation of telecommunications, consumer protection in the telecommunications sector and the legislative framework for information society and the development of new telecom services;
- Monitors overall trends in the media, reports and provides analysis on these trends, focusing particularly on the effectiveness of the regulatory measures, especially on the issues of competition and consumer protection;
- Develops and/or update regularly, communication strategy for the ANC that reinforces its mandate and objectives and trains members in its application;
- Disseminates information regarding the ANC activities to the national press and advises Senior Staff on the content, style, placement and dissemination of all communications with the media;
- Briefs the senior staff and other members regularly on press coverage of current events and issues;
- Provides guidance to staff members on external communications, including public information campaigns and supporting materials;
- Prepares fact sheets for each of the departments;
- Prepares content for the ANC website;

- Maintains contacts with media representatives and builds relationships with journalists covering the subjects related to the ANC work;
- Performs other duties as assigned.

B. Other Responsibilities

- Promote the ANC’s Code of Conduct and fulfill its requirements at all times;
- Provide a consistently high level of service to the ANC and its stakeholders in a prompt and pleasant manner;
- Apply the ANC’s document control system to all documents;
- Maintain the highest ethical standards and confidentiality in dealing with ANC staff and stakeholders;
- Develop own skills and knowledge in order to better deliver administrative functions and duties and participate in the ANC business improvement and corporate development programs;
- Ensure effective use of relevant application software systems.

C. Reporting

Reports to:	Corporate Service Director of ANC (National Communications Authority)
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D. Selection Criteria and Desirable Qualities

- At least 3 years progressive experience in the area of Media Officer;
- Experience and proven ability in writing press releases and information briefs;
- Experience in organizing media events;
- Ability to work individually and as a team member;
- Understanding of ANC’s work and responsibilities;
- Ability to work in a multi-cultural environment;
- Good verbal and written language skills: Tetm, English and Portuguese (desirable);
- Be a citizen of Timor-Leste.