

JOB DESCRIPTION PROJECT OFFICER - SUVA

Position	Project Officer – Potassium-enriched salt substitutes
Organization	Consumer Council of Fiji
Tenure	2025-2028 (Contract)
Duty Station	Suva
Reporting to	Manager Campaigns, Information and Media
Salary Band	\$30,000 - \$34,000

1.0 Primary Purpose

To empower consumers with knowledge and information in order to bring about reform in policy and practice that adversely affects consumer interests. Identify, critically analyse and mount a campaign on knowledge awareness of potassium-enriched salt substitutes, co-develop community-centred policy options to reduce sodium intake through novel potassium-enriched salt and drive and demand policy that supports the switch to potassium-enriched salt.

2.0 Organizational Context of Position

The Consumer Council of Fiji (CCoF) is a statutory body established under the Consumer Council of Fiji Act 1976 (Cap 235). The Council is expected to play a positive role in achieving a market place where consumers are well informed, confident and protected from unlawful, deceptive, misleading or otherwise, objectionable practices. The prime function of the Council is to drive real change for consumers based on these five themes-

- Delivering consumer knowledge, skills and information to all
- Championing and protecting the interests of all consumers
- Assist consumers in resolving complaints with traders and service providers
- Driving change (policy/procedures/practices) to benefit consumers
- Enabling consumers to make responsible choices

3.0 Council's Role

The Council's roles are to:

- Improve consumers' ability to make informed decisions;
- Solve consumer complaints through Alternative Dispute Resolution (ADR), Advisory services and legal representation;
- Advise the Minister on such matters affecting the interests of the consumers;
- Collect, collate and disseminate information in respect of matters affecting the interests of consumers;
- Support or maintain legal proceedings initiated by consumers, where such support is deemed necessary;
- Make representations to the government or to any other persons or organisations on any issues affecting the interests of consumers;
- Conduct research and investigations into matters affecting consumers;
- Provide debt management and consumer credit advisory services to financially illiterate consumers;
- Conduct market surveillance to establish product prices and compliance with product labelling and safety requirements including misrepresentation

- Work in partnership with local, regional and international organizations to identify and understand emerging consumer issues, conduct research and campaign on issues in solidarity to change local and global practices.

4.0 Responsibilities of the Position

The key accountabilities of the **Project Officer** are:

4.1 Work Programme and Reporting

- **Work Plan Development:** Collaborate with the Manager CIM, The George Institute and others to develop detailed Work Plans for the project, aligning with the funding agreement and Council's strategic goals and objectives.
- **Performance Monitoring:** Consistently monitor and review the performance of the work plan and activities providing feedback and recommendations for improvement.
- **Activity Reporting:** Produce detailed weekly, monthly, and quarterly reports on activities, ensuring accuracy, comprehensiveness, and timeliness.

4.2 Co-design campaigns and awareness raising

- Host community workshops or meetings to inform the public about potassium-enriched salt and gather feedback on accessibility and acceptability.
- Host health expert workshops or meetings to inform doctors, nurses, dietitians and other health professionals about potassium-enriched salt and gather feedback on the necessary tools, data, and resources to support their recommendations to patients.
- Host food manufacture, vendors and food retail workshops or meetings to inform the food industry, retailers and vendors to introduce potassium-enriched salt, its market benefits and documentation of the resources required for widespread adoption.
- Host government workshops or meetings to understand existing policies and opportunities to integrate potassium-enriched salt and/or processes for policy development.
- Creation of pamphlets, infographics, and videos designed to educate the community about the adverse health effects of excess sodium and low potassium.
- Distribution of materials through community events, local health centers, and other platforms
- Collaboration with local health organizations to distribute information through social media, local media outlets, and community centers.

4.4. Research, dissemination and report writing

- Conduct a community survey or desktop review to understand current salt consumption habits and knowledge gaps.
- Summary reports of the workshop outcomes, including recommendations for further outreach strategies (focus group activities).
- Facilitate focus group discussions with key community leaders, health experts, and stakeholders identified in workshop activities to gather insights on integrating potassium-enriched salt into sodium reduction strategies, policies and practices.
- Draft policy recommendations that prioritize potassium-enriched salt as a solution for reducing sodium intake. Identifying both the opportunities and challenges.
- Organize policy advocacy sessions to present co-developed options to local government bodies or health authorities.

- Prepare a comprehensive report and presentation that includes evidence-based benefits of potassium-enriched salt and its potential impact on public health in Fiji (The George Institute will provide modelling data for expected health impacts and outcomes).

4.5 Communication toolkit

- Create an evidence-based toolkit for community leaders, activists, or organizations to advocate for potassium-enriched salt policies, including templates, key talking points, and data summaries.

Additional Duties: Perform any other duties as assigned by the Division Manager and CEO, demonstrating flexibility, initiative, and a commitment to the Council's mission.

5.0 Key Selection Criteria

5.1 Qualifications

- A Degree in Public Health, Nutrition, Communications, Business Administration or any other related qualification is required.

5.2 Technical Expertise

- At least 2 - 3 years of demonstrated experience in co-designing and facilitating stakeholder and community workshops, information dissemination, education or awareness work.
- Previous experience in health advocacy, campaigns, or communications.
- Good knowledge of national policy development and implementation.
- Experience in online communications including developing and implementing online strategies.
- Must possess excellent IT skills.
- Must have excellent translation skills.
- Should have excellent analytical and research skills.
- Experience in drafting policy recommendations and advocacy activities.

5.3 Key Skills and Competencies

- Ability to design, write and/or produce presentations, press releases, articles, Consumer Watch, reports, publicity brochures, information for web sites and organize interviews and press conference.
- Experience of writing for a range of audiences and using different mediums to produce convincing, clear and succinct content.
- Excellent communication skills (oral and written) and the ability to communicate fluently in English and one other vernacular language.
- Strategic thinker, innovative, performance driven, and an effective decision maker; and has experience of working with digital and social media
- Must be able to forge a sound networking relationship with a number of stakeholder organizations for information dissemination.
- Ability to work independently as well as flexibly as part of a team, including the ability to organise work, determine priorities, manage time and get results in a high workload environment; and ability to handle high pressure.
- Keeps abreast of current developments in own area of specialization and brings new ideas to the team.
- Commitment to social justice and the mission and vision of the Council.

6.0 Contacts

This position has regular contact with the following organizations:

- Consumer International
- Consumers Korea
- VOICE
- CERS
- Australian Consumers Association (Choice)
- FOMCA
- Government Ministries/Departments
- Relevant Statutory Organizations
- Consumer Network
- Fijian Competition & Consumer Commission
- All Media Organizations.

7.0 Challenges and Impact on Organization Results

The challenges facing the position holder include the development of effective communication with the consumers and stakeholders. It also requires building relationships with other organizations including media, schools, NGOs, community groups, traders and service providers for advocacy work. Other challenges arise from the very tight decision-making deadlines imposed by consumers, media and other stakeholders, and managing Council's involvement in a range of programs which lands on the Council's lap unexpectedly. The incumbent is expected to take a positive approach to these challenges and develop creative/innovative approaches to handle them. Lateral and strategic thinking is often required to come up with effective and achievable approaches. The incumbent needs to be strongly consumer-focused and, frequently needs to prioritise and manage multiple tasks/demands set by circumstances.

8.0 Organisation Structure

Immediate supervisor: Manager Campaigns, Information & Media

Positions Reporting to You	No of Staff Reporting to Them
None	None