



PERMANENT MISSION OF FIJI TO THE UNITED NATIONS, NEW YORK, UNITED STATES OF AMERICA

**VACANCY: RESEARCH & MEDIA OFFICER - FIJI MISSION NEW YORK
(LOCALLY ENGAGED STAFF)**

VACANCY NUMBER: 02/2026

The Permanent Mission of Fiji to the United Nations in New York, United States of America invites suitably qualified and eligible applicants for the above full-time position.

OVERVIEW OF THE FIJI MISSION, NEW YORK

BRIEF OVERVIEW:

The Permanent Mission of Fiji to the United Nations represents Fiji at the United Nations in New York, ensuring the alignment of Fiji's foreign policy with multilateral resolutions and the UN Charter. The Mission also covers a few countries and International Organisations to which the Ambassador is accredited.

POSITION PURPOSE:

The Research and Media Officer will report to the Ambassador who is Fiji's Permanent Representative to the United Nations in New York and will be responsible for providing well researched briefs and media releases for the Ambassador's publicity as well as the Mission. The incumbent also collaborates and liaises with other members of the Fiji Mission plus counterparts.

PARTICULARS OF THE POSITION

Position Level	Research and Media Officer
Salary Range	An attractive remuneration package including medical insurance will be provided to the successful candidate
Duty Station	New York, United States of America
Reporting responsibilities:	
a) Reports to:	Ambassador
b) Liaises with:	All Diplomats
c) Subordinate:	Nil

Key Duties and Responsibilities:

1. Provide well researched and up to date briefs to support the preparation of policy papers for diplomats, particularly the Head of Mission;
2. Drafting press releases, updating the Permanent Missions social media posts and create 'X' for information sharing;
3. Assist in drafting statements, talking points and briefing notes for the Head of Mission;
4. Assist in creating, maintaining and updating electronic folders in the Permanent Missions hard drives;
5. Monitoring the United Nations Secretary Generals spokesperson briefing and share alerts with the Head of Mission and members of the Mission on important issues;
6. Provides support to diplomatic staff by attending events, and UN meetings;
7. Provides support to diplomatic staff by attending committee meetings and provide meeting reports;
8. Provides support to the Mission staff on administrative arrangements in preparation for High Level Meetings, including High Level Political Forum and UN General Assembly;
9. Provides back-up support to the Executive Assistant (EA);
10. Performs other official duties assigned by the Head of Mission;
11. Assist in providing efficient professional and detailed administrative and IT support for the Head of Mission and for the mission;
14. Assist in registration and accreditation of Fiji's delegation attending official meetings in New York;
15. Assist in preparing schedules for delegations when the Head of Mission and Mission diplomats are in the delegations;
16. Assist in drafting and conveyance of official letters and Note Verbale;
17. Assist with matters related to the Fijian diaspora in New York tristate area and adjacent states;

18. Assist with the facilitation of protocol and UN ground passes for Ministers and High-Level Delegations that travel to New York for official meetings as directed by the Head of Mission;
19. Assist with consular support services by directing consular requests and enquiries either by email or phone to the Fiji Embassy in Washington D.C including the application for renewal of passports, application for citizenship and application for Fiji visas;
20. The incumbent should demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and carry out the tasks within the given deadlines;
21. The incumbent must be flexible to perform any other official duties assigned by the Head of Mission when the need arises.

Key Performance Indicators

Performance will be measured through the following indicators:

- Management of effective, clear and precise updates on social media platforms and outreach;
- Quality of work produced in a timely and efficient manner;
- Build, maintain and sustain professional relations with stakeholders, customers and colleagues through timely communication that enables delivery of activities within agreed time frames and standards; and
- Actively contribute to the Missions' social and corporate requirements.

PERSON SPECIFICATION

The applicant may possess a Degree in Political Science, Economics, History, Journalism or Law from a recognized institution in Fiji or abroad. The applicant may have at least three years of relevant experience in a similar role that collaborates with the United Nations. In addition to this, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 2-3 years of relevant work experience in research and journalism. However, candidates who possess bachelor's degree or its equivalence can be substituted with years of experience.
2. Demonstrated proficiency in various methods of research, information acquisition, including the use of online sources, and analytical skills.
3. Awareness of the current global economic, social and political issues.

4. Knowledge of the United Nations systems in New York and the Charter of the United Nations.

Skills and Abilities

1. Demonstrated ability to manage demanding workload and tight deadline;
2. Ability of paying attention to details, and effectively work within a team with people from diverse backgrounds and communicate with people at all levels;
3. Demonstrated ability to synthesize data from a wide variety of sources and converts the data into briefs;
4. Excellent written and verbal communication skills;
5. Ability to work independently with minimal supervision;
6. Ability to maintain confidentiality and neutrality in a sensitive working environment;
7. Good written and verbal communication skills including public relations skills;
8. A good working knowledge in Microsoft Office Suite and in particular Word, Excel, PowerPoint, publisher and outlook;
9. Service oriented approach and ability to maintain stakeholder relationships; and
10. Fluent in English.

PERSONAL CHARACTER AND ELIGIBILITY:

Applicants for employment as a Locally Engaged Staff (LES) for the Permanent Mission of Fiji to the United Nations should be either a US Citizen or a holder of an appropriate work permit allowing the candidate to work in a Foreign Mission in the US. Applicants must be of sound mind and health and have a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior to taking up the position.

The Fiji Mission in New York is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Applicants residing in New York are encouraged to apply.

HOW TO APPLY:

To apply for the above role please provide:

1. Application Covering Letter of no more than two pages;
2. Recent Curriculum Vitae (CV);
3. Certified Academic Transcripts; and
4. At least three referees (one being either a current or recent supervisor).

Please note that incomplete application and applicants that do not meet the addressed KESA (Selection Criteria) will not be considered. Only short-listed candidates will be notified of the date for the interview. If interested, please submit your application with

the necessary supporting documents to the Second Secretary, Aliti Trina Drauna, via email at adrauna@fijiprun.org

Closing Date of Vacancy: Sunday 12 April 2026, 5pm NYT.