

# SHIRE OF COCOS KEELING ISLANDS

## **EXPRESSIONS OF INTEREST:** **COMMUNICATIONS AND IT OFFICER (SHORT-TERM CONTRACT)**

The Shire of Cocos (Keeling) Islands invites expressions of interest for a short-term contract placement as a Communications and IT Officer. This role is vital in supporting the Shire's communication and IT needs over a period of up to 3 months.

**Position:** Communications and IT Officer

**Contract Duration:** Up to 3 months

**Location:** Home Island Shire Office - Cocos (Keeling) Islands

**Closing Date & Time:** Friday, 12<sup>th</sup> July 2024 at 4.00pm

### **Key Responsibilities:**

- Develop and execute effective communication strategies for internal and external stakeholders.
- Manage social media platforms, website content, and public relations activities.
- Provide technical support and maintenance for IT infrastructure.
- Ensure data security and network reliability.
- Assist in the implementation of new software solutions and IT projects.

### **Essential Criteria:**

- Proven experience in communications and IT roles.
- Strong understanding of social media management, public relations, and content creation.
- Solid technical skills in IT support, network management, and software implementation.
- Excellent problem-solving abilities and attention to detail.
- Ability to work independently and collaboratively in a remote environment.

### **Desirable Attributes:**

- Flexibility and adaptability to meet the dynamic needs of the Shire.
- Strong organisational and time-management skills.
- Excellent interpersonal and communication skills.
- Interested candidates are invited to submit their expression of interest, including a cover letter and resume, detailing their relevant experience and skills.

### **Submission Details:**

Please send your expressions of interest to [lanif.yakin@cocos.wa.gov.au](mailto:lanif.yakin@cocos.wa.gov.au) by Friday, 12<sup>th</sup> July 2024.

For further information about this opportunity, please contact Lanif Yakin at [lanif.yakin@cocos.wa.gov.au](mailto:lanif.yakin@cocos.wa.gov.au) or by telephone on (08) 9162 6649.