

MINISTRY OF LABOUR AND SOCIAL SECURITY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Corporate Communication Officer
JOB GRADE:	MCG/IE 4
POST #:	61030
DEPARTMENT:	Corporate Communications and Public Relations
REPORTS TO:	Manager, Corporate Communications
ACCOUNTABLE TO:	Director, Corporate Communications and Public Relations
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Under the direct supervision of the **Manager Corporate Communication**, provide support to the implementation of the unit's activities to meet the goals and objectives of the Ministry of Labour and Social Security.

KEY OUTPUTS

1. Activities of operational plan implemented
2. Activities of communication plan implemented
3. Productivity resources publicized and accessible
4. Press releases, speeches and related publications
5. Events planned and executed
6. Information and communication technologies monitored
7. Relevant media platforms utilized
8. Payment requests submitted

KEY RESPONSIBILITY AREAS

1. Assists with the development of the budget, corporate and operational plans
2. Assists with the development and implementation of the communication plan
3. Supports the development of brochures, media packages and other informational items for dissemination
4. Drafts press releases, speeches and other informational items for review by supervisor
5. Facilitates access to productivity resources
6. Supports the planning and execution of events
7. Monitors relevant media platforms for feedback and information
8. Prepares and submits documents for review and certification for payment

PERFORMANCE STANDARDS

1. Input in development of budget, corporate and operation plan based on established guidelines and standards
2. Communication plan developed and implemented based on established guidelines and schedules
3. Brochures, social media packages and informational items developed and distributed based on established standards and targeted audience
4. Press releases, speeches and information publications prepared and dispatched to Supervisor in established formats
5. Events implemented based on established guidelines and standards
6. Documents for certification and approval prepared based on established standards and guidelines
7. Social Media coverage for sensitizing and educating stakeholders on productivity matters is responsive and effective

REQUIRED COMPETENCIES

- Awareness of public relation principles and practices in respect of communication needs
- Ability to convert technical articles and reports into speeches or media briefings
- Knowledge of communications media and tools such as radio, television, audiovisuals, photography, etc.
- Ability to communicate effectively both orally and in writing

- Excellent interpersonal skills

- Ability to organize work in an effective manner to meet deadlines

- Excellent Information Technology skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Minimum of a Bachelor's Degree in Mass Communication or related areas
- At least three (2) years experience in information/communication management

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Typical office environment, no adverse working condition
- Visits to typical manufacturing or business establishments
- Local, regional, and international travel required