



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF LOCAL GOVERNMENT
EMPLOYMENT OPPORTUNITY

The Ministry of Local Government invites applications from suitably qualified persons for employment, on contract, for a period of three (3) years in the under mentioned position, on terms and conditions to be negotiated with the Chief Personnel Officer.

COMMUNICATIONS MANAGER/COORDINATOR

JOB SUMMARY

The person engaged will report to the Ministry's Permanent Secretary and will be responsible for planning, organizing and coordinating the Ministry's Communications portfolio, inclusive of its marketing and public relations activities.

KEY DUTIES AND RESPONSIBILITIES

- Develops, implements and evaluates a strategic Communications, Public Relations and Marketing Policy and Plan for the Ministry.
- Designs, co-ordinates, executes and evaluates projects, programmes and activities for public education and dissemination of information regarding the operations of the Ministry.
- Researches and produces magazines, news bulletins and other publications for internal and external distributions.
- Develops and maintains a communications database.
- Liaises with other ministries, media houses and other institutions in forwarding the Ministry's Communications agenda
- Prepares and reviews speeches and addresses on behalf of the Ministry.
- Supervises staff of the Communications Unit.
- Represents the Ministry at meetings, seminars, conferences and workshops.
- Prepares annual estimates and budgets for the Communications Unit.
- Prepares reports inclusive of annual, quarterly and monthly reports on the operations of the Unit.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the operations of Local Government.
- The ability to significantly contribute to the formulation, articulation and implementation of the communication strategies of the Ministry of Local Government.
- Ability to multitask and perform effectively in a fast-paced environment.
- Excellent interpersonal, customer relations and leadership skills.
- Excellent Event Management skills and knowledge of protocol.
- Excellent relations with the mass media and other support services.
- Excellent research and analytical skills.
- Sound organizing, planning and artistic skills.

MINIMUM QUALIFICATION AND EXPERIENCE

A Masters Degree in Mass Communications, complemented with Post Graduate Training in Management or Marketing and at least five (5) years experience in managing the communications portfolio of a large and complex organization, or any equivalent combination of training and experience.

Terms and Conditions to be negotiated with the Chief Personnel Officer

*Application with detailed Curriculum Vitae, two (2) references and copies of
Certificates are to be submitted by August 26, 2011*

The Permanent Secretary

Attention: Director, Human Resources

Ministry of Local Government

Kent House, MARAVAL

www.localgov.gov.tt



...Embracing All

Unsuitable applications will not be acknowledged