



JOB TITLE: CORPORATE COMMUNICATIONS MANAGEMENT TRAINEE
REPORTS TO: CORPORATE COMMUNICATION OFFICER
DIRECTORATE: EXECUTIVE DIRECTOR'S OFFICE
DEPARTMENT: CORPORATE COMMUNICATION DEPARTMENT
SALARY SCALE: N7
DURATION: 1 Year (Fixed Term)

Purpose of the Job:

To support the organisation's communication and public relations strategy, facilitate efficient and timely sourcing, collation, managing and dissemination of strategic and operational information and knowledge within the Authority.

Key Results Area/Accountabilities

- Support the implementation of the Authority's communications and public relations strategies and policies;
- Provide support on public relations issues;
- Support the facilitation of all protocol matters, including national and international conferencing arrangements, ticketing, hotel reservations, airport meet-and-greet services, etc., where NITA-U is involved;
- Provide support towards designing and coordinating the implementation of corporate communication, PR and Information management strategy;
- Monitor the media on a day-to-day basis, analyse reportage on NITA and/or other information technology issues and advise Management on appropriate responses and follow ups and ensure appropriate publicity and media coverage at all official NITA functions;
- Participate in branding the NITA corporate image and thereafter continuously sustain, maintain, improve and defend it;
- Carry out liaison activities with the appropriate stakeholders and the general public on all strategic and operational elements implementation;
- Perform any other duties, which may be assigned from time to time.

Qualifications

- A minimum of bachelor's degree in English Language/Literature, Mass Communication, Business management, International relations/diplomacy, Social Works and Social Sciences, Marketing or an equivalent from a recognised University;

Skills/Competencies

- Proficiency in written and spoken English;
- Excellent communication and report writing skills;
- Computer skills (Office based applications);
- Excellent interpersonal skills;
- Excellent Customer Care Skills;
- Confidentiality, Diligence & Reliability;
- Capacity to establish credibility, and trust and partnership;
- A person of integrity and honesty;

