



JOB TITLE: CORPORATE COMMUNICATIONS OFFICER
REPORTS TO: CORPORATE COMMUNICATIONS MANAGER
DIRECTORATE: EXECUTIVE DIRECTOR'S OFFICE
DEPARTMENT: CORPORATE COMMUNICATIONS DEPARTMENT

Purpose of the Job:

To design and implement 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 and outside the Authority.

Key Results Area/Accountabilities

- Serve as the first point of call for stakeholders and the public in matters pertaining to fulfilment of the Authority's mandate and implementation of strategic plan;
- Prepare and implement the Authority's communications and public relations strategies and policies;
- Develop systems, approaches and methods for documentation, management of information and knowledge generated from the Authority, and support the access by all key actors to such information and knowledge;
- Provide professional advice and support to management on public relations issues; handling the media and harnessing political and public support for the Authority and generally explaining official positions;
- Facilitate all protocol matters, including national and international conferencing arrangements, ticketing, hotel reservations, airport meet-and-greet services, etc., where NITA-U is involved;
- Draft press releases, speeches, media relations content, case studies, white papers, executive bios, corporate newsletter content, social media content, and speaking proposals. and other documentation for NITA events
- Design and coordinate implementation of corporate communication, PR and Information management strategy;
- Plan, prepare and implement information programmes to keep the public and specific groups (government services, the media, the business community, NGO's, international organizations and the general public, etc.) informed of NITA's programmes;
- Plan, coordinate and implement NITA's Corporate Social Responsibility Programmes and/or other public relations activities;
- 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;
- Design and implement communication programmes to mobilise public opinion in favour of the cause for other national, regional and global information technology developments;
- Brand the NITA corporate image and thereafter continuously sustain, maintain, improve and defend it;
- Prepare reports as well as relevant documents and promotional material for advancement of the Authority's corporate image and impact;
- Monitor and analyze staff opinion and identify issues and trends by carrying out internal surveys and advise management on appropriate actions/responses

- Plan, generate and oversee all internal campaigns and competitions to keep staff up to speed on NITA programs.
- Create and manage the ED's monthly 'Updates Magazine'
- 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, marketing or their equivalent from a recognised University;
- A post graduate training in media studies, journalism, public relations, technical writing, web editing or marketing is an added advantage;

Skills/Competencies

- Hands-on experience in writing articles for print and online magazines, Press releases, Talking points and ability to carry out interviews with different stakeholders when need arises.
- A good customer service background dealing customers face to face and via phone interactions
- Previous experience in speech writing
- Experience in working with the media is an advantage
- Experience in Public Speaking, Media Relations and Stake holder Management
- Keen attention to detail
- Confidentiality, Diligence & Reliability;
- Ability to work on own initiative as well as supervision of a team;
- Capacity to establish credibility, and trust and partnership;

Experience

- Have a minimum of three years' experience as a communication, PR, Customer Relationship Officer with a public or private or donor funded organisation or a reporter/editor in a reputable media house.