



Job Title:	Public Communications Officer		
Division:	Office of Chief Executive Officer	Salary Scale:	GA11
Job Classification:	Public Relations	Salary Range:	
Reports to:	Chief Executive Officer		
Purpose:	To convey to the public the activities of the Agency.		
Key Output:	Public perception of the Agency in keeping with the Agency's mandate.		
Main Duties:	<ul style="list-style-type: none"> • Develop a communication strategy and plan of action for the CEO's approval; • Provide a yearly programme of current and proposed PR activities; • Work to improve and modernize the Agency's image; • Prepare press releases as directed; • Organize press conferences; • Coordinate the distribution of advertisements, productions and presentations for brochures, booklets, pamphlets, etc.; • Employ creative and cost-effective methodologies for information dissemination; • Interact with the public regarding energy and licence matters and liaise with respective Divisions to provide information assistance; • Liaise with individuals, business entities and industries on information dissemination; • Coordinate and deliver school presentations and interact with students, teachers, and the Ministry of Education • Support the implementation of activities for National Energy Month; and • Undertake any other duties and tasks that may be assigned by the Head of Division, the CEO or his nominated representative. 		
Key Competencies:	<ul style="list-style-type: none"> • Strong presentation skills; • Ability to effectively communicate with the public; • Reliable and productive; • Ability to execute instructions; • Ability to work with minimal supervision; • Meticulous; and • Computer literate. 		
Qualifications:	<ol style="list-style-type: none"> 1. Minimum of a Bachelor's Degree in Communications. 2. Previous experience in Public Relations and graphic design would be an asset. 		