

JOB VACANCY

CORPORATE COMMUNICATIONS OFFICER x 1



JOB PURPOSE

Responsible for participating in coordination of activities to promote and market the institute. Contributing to effective management and monitoring of corporate communications, public relations, and brand management responsibilities and programmes in order to achieve the organization's strategic goals.

THE JOB

The incumbent will be responsible for, amongst others, the following Core Accountabilities and Responsibilities:

1. Contributes to NARDI corporate communications and branding strategies.
2. Ensures all internal and external marketing communication regarding to marketing campaigns.
3. Ensures compliance to NARDI brand standards.
4. Ensures NARDI's participation in relevant shows and exhibitions.
5. Contributes to planning and execution of NARDI events.
6. Develops and implements digital marketing strategies and plans.
7. Ensures excellent service delivery to client groups and audiences.
8. Contributes to effective internal and external communications platforms such as newsletters, reports, and intranet.
9. Contributes to development, reviews and implementation of corporate communications policies, procedures, and guidelines.
10. Implements, monitors and reports on stakeholder engagements.
11. Contributes to the planning and execution of NARDI's Corporate Social Responsibility Program.
12. Manages advertising agencies, vendors and /or contractors.
13. Assists in preparing various reports including the performance of the department for management review.
14. Performs such other related activities directed by supervisor.

POSITION REQUIREMENTS

Qualifications:

Bachelor's Degree in Marketing, Communications or related

Experience:

Three (3) years' post qualification experience in brand management or communications management environment.

Competencies:

- Customer Oriented.
- Excellent communication and presentation skills.
- Excellent verbal and written communication skills.
- Good organizational and planning skills.
- Ability to maintain relationships internally and externally.

Key Performance Areas

1. Effective branding communications awareness.
2. Optimization of institutional digital platform.
3. Ensures Compliance to branding and communication standards.
4. Understanding of media needs and media relationships.
5. Effective representation at institutional events.

If you believe you are suitable for the role, please send your application letter, CV, Certified copies of Omang, certified copies of certificates and contact details of referees to the following address. Successful candidates will be placed across different NARDI workstations country wide.

Email address: recruitment@testrite.co.bw
SUBJECT: INDICATE THE JOB TITLE OF THE POSITION YOU ARE APPLYING FOR.
Applications Closing Date: 31st MAY 2024

ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO

