

I. PUBLIC RELATIONS AND COMMUNICATIONS ASSISTANT

(a) Job Description

Reporting to the Public Relations and Communication Officer, the duties and responsibilities for this role will entail:-

- (i)** Collecting data for promoting communication of Vision 2030 programmes and projects locally and internationally;
- (ii)** Implementing public relations and communication programmes and projects to support Vision 2030;
- (iii)** Collecting data for developing proposals for sourcing appropriate media to disseminate information on activities of the Secretariat.
- (iv)** Undertaking public relations research to develop and execute sound corporate public relations and communication strategies for Vision 2030;
- (v)** Participating in organizing public events;
- (vi)** Preparing and organizing for press/media briefings and speeches on the organization's activities;
- (vii)** Preparing radio and television infomercials.
- (viii)** Writing reports of the various activities carried out including editing reports and analyzing material generated by experts working for Vision 2030;
- (ix)** Compiling the material into booklets, documentaries.
- (x)** Collecting information for the preparation of the Secretariat's newsletter and supplements;
- (xi)** Organizing corporate social responsibility projects and programmes; and
- (xii)** Any other duties that may be assigned from time to time.

(b) Job Specifications

For appointment to this role, a candidate must have;-

7th June, 2022

- Diploma in any of the following disciplines:- Communication/Public Relations, Business Administration or its equivalent qualification from a recognized institution;
- Bachelor's degree in any of the following disciplines:- Mass Communication, Corporate Communication, Development Communication, Journalism, Media Studies, Public Relations, or its equivalent qualification from a recognized institution. (**Added advantage**).
- At least 1 year experience in a similar position in the public or private sector.
- Certificate in computer applications from a recognized institution, and
- Shown merit and ability as reflected in work performance and results.