



GOVERNMENT VACANCY

JOB TITLE: Communications Officer
MINISTRY/INSTITUTION: Office of the Premier and Public Policy
DEPARTMENT/DIVISION: Communications Directorate
LOCATION: Grand Turk or Providenciales

PURPOSE OF JOB:

The Communications Officer is responsible for organization of certain aspects Communication for the Government of the Turks and Caicos Islands (TCIG). The Communications Officer will work with Ministries, Departments and Agencies as well as other stakeholders, to develop and deliver internal and external communication strategies for the TCIG. The job holder will ensure that information disseminated locally, nationally and internationally is of the highest calibre.

TASKS AND RESPONSIBILITIES:

Communications Officer with the Turks and Caicos Islands Government works to ensure that the TCIG upholds a reputable public image. The Communications Officer works closely with the Deputy Director of Government Communications to identify areas to improve Publicity and Public Relations regarding TCIG initiatives.

Core Functions:

Serves as the member of the team responsible for the following functions:

- Understands and is able to articulate certain policies and procedures of the TCIG especially but not limited to: Public Service Handbook, PFM Ordinance and Regulations and Public Procurement Ordinance;
- Is up-to-date on new policies and legislation being passed and their implications;
- Organises communications and public relations functions for informing the public about the activities and services of the TCIG;
- Organises and may conduct press conferences, press releases, public service announcements and other related media for dissemination of news and information to the public;
- Maintains effective working relationships with representatives of the media, newspapers, radio television and other publications;
- Responds to emergency situations where information coordination is vital and establish and maintains on-site liaison with media representatives;
- Works with the communications team in planning public information policies;
- Prepares and make presentations to civic, governmental groups and other interested organizations;
- Provides support to Ministries and Departments in planning promotional activities;
- Responsible for organization and production of the TCIG's Press Releases, OPPP Website, other TCIG related programming and community outreach programs.

- Builds and maintains professional relationships with journalists and key external stakeholders.
- Propose, devise, recommend and oversee the implementation of new programmes, policies, strategies and initiatives to ensure effective dissemination of information and communication flows.
- Create monthly / quarterly progress reports for submission to Supervisor.
- Adhere to all Public Service codes, rules and regulations.
- Performs other duties and special projects, as assigned.

QUALIFICATIONS and EXPERIENCE:

Qualifications:

Essential: Bachelor's Degree in Communication, Public Relations, English, Journalism, Marketing, or related field of study required.

Experience:

The position requires a minimum of three (3) to five (5) years on the job experience in Internal and External Communication.

Salary: 8 .1 – 64,985.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.