



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

<b>JOB TITLE:</b>	<b>INFORMATION OFFICER</b>
<b>MINISTRY:</b>	<b>PHYSICAL PLANNING AND INFRASTRUCTURE DEVELOPMENT</b>
<b>DEPARTMENT:</b>	<b>MINISTRY OF PHYSICAL PLANNING AND INFRASTRUCTURE DEVELOPMENT</b>
<b>LOCATION:</b>	<b>THIS POSITION IS BASED IN PROVIDENCIALES BUT AT THE DISCRETION OF TCIG MAY BE RELOCATED TO ANOTHER PART OF TCI. TRAVEL WITHIN TCI MAY BE REQUIRED.</b>

### **JOB SUMMARY:**

The Ministry's Information Officer supports the Ministry of Physical Planning and Infrastructure Development in delivering transparent, timely and accurate information to internal stakeholders and the public. This position is tasked with assisting to disseminate information on the activities of the Ministry as directed by the Permanent Secretary.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Assists in the formulation of the department's Stakeholder and Public information strategy.
2. Execute and lead on Public information campaign, to include stakeholder engagement sessions and dissemination of information to stakeholders both internal and external and to the public.
3. Establishing and maintaining relationships with journalists, bloggers, and other media representatives.
4. Coordinating with Communication Directorate in Organizing press conferences and media briefings to share important information.
5. Developing content for articles, newsletters, videos and social media posts.
6. Crafting key messages and ensuring consistent communication across all platforms.
7. Developing and implementing crisis communication plans.
8. Prepare clear, accurate and timely information for internal use and for release to the public.
9. Developing internal newsletters and other communication materials.
10. Draft press statements, FAQs, briefing notes and public notices.
11. Planning and executing public outreach campaigns to enhance the Ministry's image.





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12. Serve as a liaison with consultants, contractors, community groups, and other public agencies.
13. Organizing community events, open days, symposiums, and other public forums.
14. Engaging with community groups and stakeholders to foster positive relationships.
15. Assisting in creation and content management of Ministry/Department's website, and Social Media pages.
  
16. Analysing media reports and social media metrics to gauge the effectiveness of communication strategies.
17. Preparing reports on media coverage and public relations activities.
18. Facilitate onboarding for new staff, including provisioning of access to systems and familiarization with ministry branding
19. Prepare onboarding checklists, welcome packets and introductory briefs; coordinate timely IT access and workspace setup
20. Perform any other related tasks as assigned

## **QUALIFICATIONS AND EXPERIENCE:**

### **Qualifications:**

#### **Essential:**

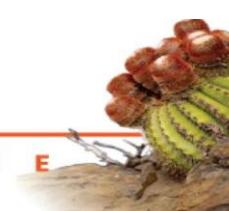
- A minimum of a Bachelor's Degree in Information Management, Communications, Information Systems or a related field required.

#### **Desirable:**

- Must have good grammar, organizational, proofreading and math skills.
- Strong written and verbal communication skills, ability to tailor messages for diverse audiences
- Proficiency with content management systems and data visualization tools
- Ability to handle sensitive information with discretion
- Demonstrated ability to produce high-quality visual materials (flyers, posters, infographics)
- Must be able to effectively deal with increasing work load and demands.

#### **Experience:**

- Two (2) years' experience in preparation and manipulation of spreadsheets and the ability to report on them.
- Proficiency in computer applications, including Excel and Word is required.
- Knowledge and experience in document management is preferred.
- Excellent organizational and interpersonal skills; thorough attention to detail is required.
- Must demonstrate proficiency in managing multiple priorities effectively and efficiently.





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## **Compensation:**

SALARY – Grade 7.1 \$54,670.00 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. Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.  
Applications without supporting documents will not be processed**

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

