



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB REFERENCE NO:**

**JOB TITLE:** Communications Manager

**DEPARTMENT:** Elections Office

**MINISTRY:** Governor's Office

**LOCATION:** Providenciales

**REPORTING TO:** Deputy Supervisor of Elections

**JOB SUMMARY:**

We seek a proactive, innovative, and collaborative Communications Manager to spearhead strategic communications initiatives within our Elections Office. This multifaceted role demands creativity, resilience, and adaptability in navigating a fast-paced environment. As Communications Manager, you will play a pivotal role in amplifying our office's mission through targeted communication strategies, encompassing social media, written content, and digital platforms to elevate public understanding and engagement with the electoral process.

**KEY DUTIES AND RESPONSIBILITIES:**

- 1. Develop and Implement Communication Strategies:**
  - i. Create and execute comprehensive communication plans that align with organizational goals.
  - ii. Craft clear and compelling messages to effectively convey key information to both internal and external audiences.
  
- 2. Management of the media outputs of the Election's Office:**
  - i. Identify opportunities create and schedule a forward calendar/pipeline and publish high-quality and dynamic content.
  - ii. Ensure regular output of communications materials across social media, press releases and other distribution channels that support the delivery of the priorities and objectives of the Election's Office.





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- iii. Design engaging, creative content, making the best use of Election's Office resources, to reach new target audiences and project a positive image of the Election's Office.
  - iv. Produce first drafts of press releases to be issued by the Election's Office.
  - v. Ensure consistency of messaging across all communication platforms.
3. **Run media campaigns to meet the Election's Office objectives:**
- i. Design innovative media campaigns and develop strategies to impact the target audience.
  - ii. Review and evaluate the success of campaigns to inform future efforts.
4. **Liaison and networking:**
- i. Serve as the local media liaison for the Election's Office and maintain strong relationships with relevant communication networks.
  - ii. Manage press conferences and briefings as needed.
  - iii. Stay updated on media trends and maintain contact lists of key media and civil society organizations.
  - iv. Build and maintain relationships with media representatives, influencers, and stakeholders.

## REQUIRED SKILLS, COMPETENCIES AND EXPERIENCE

- i. Excellent interpersonal and communication skills.
- ii. Ability to write concise briefs on complex issues.
- iii. Track record of creating engaging content for social media platforms.
- iv. Proficiency in social media analytics and trend analysis.
- v. Experience in photography and/or video content creation.
- vi. Graphic design skills.
- vii. Crisis communication experience.
- viii. Proficient in organizing press conferences and briefings.
- ix. Strong organizational, team-playing, and time-management skills.
- x. Analytical thinker with research abilities.
- xi. Strong decision-making and attention to detail.
- xii. Ability to work under pressure and meet deadlines.
- xiii. Ability to work independently and as part of a team.

1. Adhere to all Public Service codes, rules and regulations
2. Other related tasks as assigned by the Supervisor.
3. **HOURS OF WORK:** The job holder is expected to work a 39-hour week. The job holder will be required to work additional hours from time to time to meet the demands of the job.





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## SIGNATURE OF JOB HOLDER:

I have read the above and understand it is intended to describe the general content of and requirements for performing this job rather than an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this job description.

I confirm that I have read, understood and signed the Code of Conduct for public servants.

\_\_\_\_\_

JOB HOLDER (PRINT NAME)

\_\_\_\_\_

DATE

\_\_\_\_\_

JOB HOLDER (SIGNATURE)

SIGNATURE OF DIRECT SUPERVISOR:

\_\_\_\_\_

DIRECT SUPERVISOR (PRINT NAME)

\_\_\_\_\_

DATE

\_\_\_\_\_

DIRECT SUPERVISOR (SIGNATURE)

APPLICATION PROCEDURE:





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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. Applications can be hand delivered, Faxed to 946-1582 or sent by email to: [recruitment@gov.tc](mailto:recruitment@gov.tc).

Hand-delivered and fax applications must have clearly marked on the envelope/fax cover sheet the Job Title of the position being applied for. On emailed applications, the subject line must reference the Job Reference Number (JPB3-23-28) and the Job Title.

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

## APPLICATION DEADLINE:

### SALARY:

Grade: 8

### DURATION:

1 Year Contract

