

VACANCY NOTICE

EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY (ECTEL)

POST OF CORPORATE RELATIONS AND COMMUNICATIONS OFFICER

Applications are invited from suitably qualified and experienced persons for appointment to the post of **CORPORATE RELATIONS AND COMMUNICATIONS OFFICER** with the Eastern Caribbean Telecommunications Authority (ECTEL) at its regional office located in Saint Lucia.

Under the general direction of the Managing Director, the **CORPORATE RELATIONS AND COMMUNICATIONS OFFICER** shall be expected to, among other things:

- Assist in maintaining effective relations between ECTEL and regional/national organisations, regulatory agencies and ICT stakeholders/development agencies.
- Manage the public and media relations functions for the organisation.
- Provide technical support for the public awareness and public education programmes of the departments at ECTEL.
- Coordinate internal communications at ECTEL.
- Coordinate special media and community events.
- Produce and disseminate ECTEL regular and special publications and information products.

QUALIFICATIONS AND EXPERIENCE

- Bachelors Degree in Communications, Journalism, Public Relations/related field, with three years experience in the areas outlined
- Bachelors Degree in Social Sciences, ICT or Humanities with training in media and communications, five years experience in the areas outlined.
- Specialized training in Communications at Diploma level with seven years experience in the areas outlined.

SKILLS

- Writing and Research
- Use of modern communications technology – small/social media and mass media
- Preparation and use of visual aids
- Good communications skills - oral and written.
- Persuasion and Critical thinking
- Experience in community outreach

ADVANTAGES/ASSETS

- Tenure with regional organization,
- Familiarity/work experience with ICT/development sector
- Work in a professional/technical environment

Applications should be clearly marked "**Application for Corporate Relations and Communications Officer**" and sent to hr@ectel.int or in sealed envelopes and addressed to:

The Managing Director
Eastern Caribbean Telecommunications Authority
P O Box 1886
Castries
Saint Lucia

Applications should be accompanied by curriculum vitae and the names and contact information of two referees, along with certified copies of relevant certificates.

The closing date for receipt of applications **Friday 23rd January 2015.**