



## EXAMINATIONS COUNCIL OF ZAMBIA

### EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced applicants to fill the following vacant position in the Public Relations Unit.

#### **COMMUNICATIONS OFFICER (1) ECZ2 HQ**

Reporting to the Public Relations Manager, the Communications Officer will implement communication strategies, plans, activities and programmes for the ECZ that project a positive corporate image.

#### **DUTIES AND RESPONSIBILITIES**

- Implement the communication policy for ECZ
- Implement communication activities to enhance the visibility and reputation for the ECZ
- Lead the dissemination of information across physical and electronic contact points
- Maintain the ECZ website and social media platforms
- Scan media reports to identify any public relations reputation risks
- Design publications and other communication materials for dissemination
- Receive and evaluate messages from the public to determine gaps in service provision
- Enforce branding guidelines on all ECZ materials
- Write, edit and arrange for the production of newsletters, brochures and other materials
- Prepare draft annual reports timely
- Build synergies with departments to ensure constant information flow to stakeholders
- Produce visual, audio and electronic awareness materials for dissemination to targeted audience(s)
- Manage the ECZ websites and social media platforms to ensure effective information dissemination
- Organize special events such as press conferences, open days, visits, exhibitions and corporate functions
- Supervise front office and call centre customer care functions
- Set targets, agree, monitor and review performance of subordinates

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- School Certificate or its equivalent
- Bachelors' Degree in Mass Communication, Journalism or Public Relations
- Minimum 3 years' experience in communications or public relations
- Member of Zambia Public Relations Association

Applicants who meet the above qualifications are encouraged to submit an application letter, **Verified** copies of Academic and or Professional certificates together with detailed Curriculum Vitae including three (3) traceable referees and day time contact numbers and copy of NRC. All applications must reach the undersigned not later than **18<sup>th</sup> May, 2022**.

*Please note that only successful candidates will be contacted. Electronic applications will not be accepted.*

The Council Secretary  
Examinations Council of Zambia  
Haile Selassie Avenue, Longacres  
P.O Box 50432

**LUSAKA**