



REPUBLIC OF LIBERIA
Civil Service Agency
VACANCY ANNOUNCEMENT-External
REQUEST FOR EXPRESSION OF INTEREST (REOI)
Public Relations Officer

POSITION TITLE:	Public Relations Officer - 1 Position
REPORT DIRECTLY TO	Office of the Director General, Civil Service Agency
DIVISION	Office of the Director General
DIRECTLY SUPERVISES	Nil
DEPARTMENTAL FUNCTIONS	Focal Person for all Media related Issues
EXTENDED RELATIONS	Ministries, Agencies, Commissions & Media outlets
PURPOSE	To request the services of a Public Relations Officer needed to design and implement communication / public relations strategies and plan in order to positively highlight the mandate, mission, and core values of the Civil Service Agency.
APPLICATIONS DETAILS:	<p>This vacancy is opened for qualified <u>LIBERIANS ONLY</u>. Interested applicants should submit a covered letter and curriculum vitae by e-mail to: okoibiaweh@yahoo.com or Personally deliver <i>or</i> Mail applications to:</p> <p>The Deputy Director General for Administration (<i>Mr. Othello K. Weh</i>), P. O. Box 9019, 63 Civil Service Agency, Monrovia, Liberia</p> <p>Only short listed candidates will be contacted for interview. Applications from qualified female candidates are encouraged.</p> <p>Deadline for application is February 27,2017 at 4PM</p>

OVERALL JOB DESCRIPTION

The overall responsibilities of the Public Relations Officer (**PRO**) shall be managing external communications, develop long term strategy to promote the works of the Civil Service Agency, improve inter-governmental and multilateral relations, promote accountability and public trust to external stakeholders through information sharing and report directly to the office of the Director General.

TECHNICAL DUTIES

- Advocate and promote CSA's Mandate, Mission, and core values and develop innovate and creative solutions to sensitive and strategic public issues;
- Lead and direct short, medium and long-term overarching strategic communications and marketing plans and activities to market and re-brand the CSA and the Liberia Civil Service.
- Liaise with all Ministries, Agencies and Commissions (MACs) public relations teams to develop and implement a Civil service -wide communications and marketing strategy;
- Provide strategic and technical communications advice to the office of the Director-General and ensure effective responses to enquiries for public information;
- Act as the main liaison to the Ministry of Information, Culture and Tourism (MICAT) on the planning and holding of CSA Press Conferences.
- Identify and develop articles for publication, press releases contributing to national development issues including public sector reform activities;
- Coordinate and manage all publications activities including News Letters, Press Briefings, and develop statements and talking points when CSA is engaged with the media;
- Ensure the quality and thoroughness of communication plans through close involvement of the Director-General, Strategic and Senior Managers.
- Develop close linkages and co-ordination with Civil Service Ministries, Agencies and Commissions' public relations teams to ensure coordination in meeting client and stakeholders needs.
- Manage, promote, and disseminate Civil Service Reform materials for launching flagship initiatives such as projects and publications;
- Work with the Heads of CSA Directorates and their teams to ensure that as decisions are made there is an informed process in place for rolling out announcements.
- Create and promotes awareness to media that will position the CSA strategically to mainstream national development issues;

- Maintain proper documentation of all media related information and archives all communications files, publications and pictures;
- Design and implement a communications strategy and plan to increase awareness of achievements highlighting program developments, achievements and success stories;
- Ensure appropriate and adequate documentation of all activities of the Public Relations Unit.
- Monitor local and international press coverage and monitor effectiveness of the communications strategy. Provide feedback to inform ongoing public relations activities and future programs. And
- Perform other relevant duties consistent with the mandate of the Civil Service as may be assigned by the Director-General.

VALUES AND ETHICS

The candidate should have a high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours. He/she should also demonstrate exemplary behavior as is engrained in the rules and ethics of the civil service. He/she should be a good team player.

MINIMUM QUALIFICATION AND OTHER REQUIREMENTS:

Education: Bachelor's Degree in communications, journalism, public relations or a related field.

Experience: At least five years of similar work experience, candidate should be able to work independently - with minimum supervision and guidance from supervisor(s). Demonstrated and extensive social media experience is an added advantage. Skills: Excellent written and oral English communication skills. Knowledge of other local languages/dialects is an asset. He/she should have advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher). Basic design and layout skills and adeptness in using Adobe Photoshop and PageMaker are an added advantage.