

NOTICE OF VACANCY

MARKETING & COMMUNICATIONS OFFICER OFFICER NATIONAL TRAINING AGENCY

The National Training Agency is inviting applications from suitably qualified persons to fill the post of Marketing and Communications Officer.

JOB OBJECTIVE

Reporting to the Chief Executive Officer, the Marketing & Communications Officer is responsible for exercising direct oversight of all day to day marketing and communication/outreach activities in accordance with the NTA's corporate plan.

Responsibilities include:

- a) Preparation and planning for the dissemination of information to all stakeholders.
- b) Development and implementation of a public outreach strategy/ programme aimed at informing the public of the work of the NTA.
- c) Designing and implementation of communications activities aimed at changing the perception of TVET among stakeholders in Grenada.
- d) Preparation and issuance of press statements and press briefs/packs for press conferences/ media interviews arranged by or for the NTA.
- e) Conducting outreach and communications campaign and mobilization activities for the targeted audiences of training programmes of the NTA.
- f) Coordination and evaluation of the feedback mechanisms that monitor public opinion on the work of the NTA and the customer satisfaction levels with the services offered by the NTA and propose ways of enhancing the image of the NTA.
- g) Reviewing and responding to selected correspondence of the NTA including letters and electronic mails as determined by the Chief Executive Officer of the NTA.
- h) Coordination of public consultations on various aspects of the organization's work including the introduction of new initiatives.
- i) Collaboration with other partners, including regional counterparts, to raise the level of awareness on TVET certification and qualifications including the CVQ/NVQ.
- j) Provision of general advice on marketing & communications matters to the management of the organization
- k) Coordinating the development of NTA publications and reports (including the Annual report) and management of the content of the NTA's website.

Minimum Qualifications:

- a) A degree in marketing, communications or relevant field together with at least three (3) years of relevant experience.

- b) Excellent command of the English Language with very good oral and written communication skills
- c) Good command of Microsoft Applications, especially, Word, Publisher, and Power Point.
- d) Training and experience in basic website maintenance will be an asset.

Applications along with supporting documents should be sent to:

The Chief Executive Officer
National Training Agency
Bemont Rd
St George's.
Email: executive@grenadanta.gd

Phone: 435-9092/3

Applications should reach the Chief Executive Officer no later than 3:00pm on Wednesday 13th September, 2017