



**AUDITOR GENERAL'S DEPARTMENT
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE: Corporate Communication Officer
JOB GRADE: AuGD AGS 5
POST NO: 68919
DEPARTMENT/UNIT: Corporate Services Division
REPORTS TO: Director Corporate Planning and Public Education
MANAGES: N/A

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Head of Department

Date

Received in Human Resource Division

Date

JOB SUMMARY

This position is responsible to lead the development and implementation of the Department's Stakeholder Engagement Plan and drive internal and external communication strategies for media/public relations, marketing, general communications and employee-focused communications, in line with the organization's vision, strategy and values. This position also manages the the relevant, up-to-date and out-sourced services are timely delivered

GUIDING PRINCIPLES

Confidentiality	Integrity	Fairness	Accountability	Transparency
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CENTRAL LEGISLATIVE FRAMEWORK

The Jamaican (Constitution) Order in Council (Act), 1962	The Financial Administration & Audit Act, 2011 The Financial Administration & Audit (Amendment) Act, 2016	The Public Procurement Act, 2015	Access to Information Act, 2002
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OTHER POLICY DOCUMENTS

Vision 2030 Jamaica	GoJ's Communication Policy, 2015	AuGD's Strategic Engagement Plan
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KEY OUTPUTS AND DELIVERABLES

OUTPUTS	DELIVERABLES
Stakeholder Engagement Plan	<ol style="list-style-type: none">1. Communication Plan developed and executed.2. Stakeholder Engagement Plan developed and executed.3. Stakeholders engaged and feedback mechanisms created.4. Research conducted and content created.5. Manuals, brochures, and other literature e developed.6. Public Education programmes developed and evaluated.7. Coordinates the Department's participation in exhibits, expos and seminars.8. Website management and monitoring

	<ul style="list-style-type: none"> 9. Content created for website and social media platforms. 10. Approved content uploaded to website
Performance Monitoring Mechanisms	<ul style="list-style-type: none"> 11. Social media traffic analytics reports generated. 12. Performance Reports are submitted. 13. Project management support provided. 14. Reports generated. 15. Surveys executed; feedback commissioned.

KEY RESPONSIBILITY AREAS

A. Management/Administration

- 1. Prepares and submits reports on activities as requested.
- 2. Assists in the preparation of the annual budget for the Unit.
- 3. Participates in meetings on behalf of the Unit, Division or Department as directed.
- 4. Organizes special events, as directed.

B. Technical/Professional

Public Education:

- 1. Ensures that tabled Audit Reports are uploaded to the AuGD’s website.
- 2. Drafts for review, the AuGD’s Stakeholder Engagement Plan to ensure that information is disseminated effectively to the targeted groups using appropriate methodologies.
- 3. Collaborates with the Executive and HR Teams in the creation and sharing of content to drive internal communications around group-wide initiatives and programmes.
- 4. Collaborates with Heads of Units to create informational materials - such as brochures, flyers and posters for dissemination to the Department’s various stakeholder groups and the general public.
- 5. Researches, writes, edits, publishes and disseminates information on the work of the AuGD to its stakeholders and the general public through the execution of the Department’s Stakeholder Engagement Plan.
- 6. Assists with the coordination of exhibitions and other special functions/ events.
- 7. Coordinates the creation of materials for presentations, workshops and seminars

Public Relations

8. Engages appropriate strategies in the sharing of information deemed to be in keeping with the Department’s priority programmes
9. Creates and/or identifies content for use in approved public relations programmes and events
10. Drafts a Calendar of Events hosted by the Department and submitted for approval/sign-off.
11. Liaises with the media and maintains effective relationships to support the work of the Department.
12. Assists with the production and circulation of the Departments internal magazine.

Social Media:

1. Engages social media to share appropriate information on the work of the AuGD
2. Monitors and responds to postings and comments, as necessary.

Website Management:

1. Audits website content to eliminate redundant and/or duplicate information.
2. Creates appropriate website content aligned with the AuGD’s mandate.
3. Works closely with service providers to conduct the necessary upgrades and/or updates to the site, as agreed.
4. Improves the user experience of the website by periodically updating the “look and feel”.

C. Other Responsibilities

Performs other related duties as may be assigned.

PERFORMANCE STANDARDS

- Timely execution of Stakeholder Engagement Plan
- Resource materials are current, relevant, accurate and accessible.
- Stipulated deadlines, targets and quality standards are consistently met.
- Good coordination and effective working relations exist with other Division/Units and external associates.
- Confidentiality, dependability and tact are displayed in the conduct of duties.

REQUIRED CORE COMPETENCIES

Stakeholder Engagement	Media Relations	Communication & Collaboration	Content Creation & Writing
Monitoring & Evaluation	Event Planning & Execution	Use of Technology	Planning & Organizing

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Mass Communications, Management Studies, Computer Science, Business Management or related field
- Three (3) years working experience in communications or related field.
- Training and/or experience in website management
- Good knowledge of applicable software to aid the creation of publications.
- Good knowledge of Search Engine Optimization (SEO) and Content Management Systems (CMS)

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical Office environment
- Island-wide travels
- Multi-tasking

AUTHORITY

N/A