

JOB VACANCY

HDC (161)-HR/IU/2021/134
31st March 2021

Manager, Strategic Communication Strategic Business Unit

MINIMUM QUALIFICATION & REQUIREMENT

1. Masters or MNQF Level 9 Qualification in Communication/Media/Public Relation or relevant field with minimum 2 years of experience in relevant field.
2. Degree or MNQF Level 7 Qualification in Communication/Media/Public Relation or relevant field with minimum 6 years of experience in relevant field.

SCOPE OF WORK

- Manage and oversee the communications of the Corporation and ensure all the social media information are up to date and expand use of social media for all key initiatives.
- Planning and design of internal and external strategies for communications, advocacy and outreach.
- Supervision of the design, maintenance and content of the HDC website and social media to ensure consistency of the materials and messaging.
- Facilitation of knowledge building and knowledge sharing across the corporation as well as with external stakeholders through the support to the Stakeholder Management Committee.
- Preparation of overall internal communication plan.
- Taking initiative in coordinating with Department and Units in gathering information to write updates and success stories of the ongoing projects and community engagement interventions.
- Develop and maintain a network of contacts within the local and international media and coordinate with departments for op-ed, press release, interviews and TV and Radio appearance.
- Supervision of the design, formulation and maintenance of the office website and social media based on corporate requirements in cooperation with the ICT staff.
- Implement measures to engage with more followers in social media and continuously analyze its performance through social media analytics.
- Coordinate with the marketing department to prepare content for website and social media to ensure consistency of the materials and messaging.
- Effective responses to inquiries for public information materials.
- Ensure the company protects and promotes its image in a proper, coordinated and consistent manner.
- Detect public relations issues as they emerge and address them under the guidance of Managing Director/Deputy Managing Director.

JOB SKILLS AND SPECIFICATIONS

- Excellent analytical and presentation skills.
- Excellent verbal & written communication skills in Dhivehi and English.
- Excellent understanding of social media platforms & trends.
- Must have previous experience in public relations, media and communications.
- Excellent leadership & interpersonal skills
- Excellent proficiency in Microsoft Excel, Word, Outlook, and Internet Explorer.

SALARY PACKAGE:

Salary negotiable based on qualification and experience.

Application Process

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/pgcb1a>). For any additional queries please contact to 3355305

Application Deadline:

Date: 6th April 2021 (Tuesday)

Time: 14:00hrs