

## **NEW JOB OPPORTUNITY**

### **POSITION: COMMUNICATION & INFORMATION OFFICER**

#### **(ADVOCACY, INFORMATION & CAPACITY BUILDING)**

The **Institute of Early Childhood Development** is currently seeking a qualified, experienced and highly committed professional for this position.

The post holder will be under the direct supervision of the **Director of Advocacy, Information & Capacity Building Section** and will be responsible to:

#### **Main Duties**

- *Assist in the planning and execution of events and activities that aims to increase the Institute's visibility.*
- *Maintain positive media relations to help advance the work of the Institute liaising with and responding to media enquiries.*
- *Plan and write communication materials, including content for publications, website pages and social media sites according to the needs of the Institute.*
- *Assist in the conceptualization and development of television and radio programs, as well as IECD's advertisements and other communication materials.*
- *Participate in and carry out action research initiatives to improve service delivery as and when necessary.*
- *Maintain and continuously update the IECD website and social media platforms of which included content creation.*
- *Discharge other relevant duties as may be assigned by your immediate Supervisor.*

#### **Minimum Entry Requirements**

- *Diploma or equivalent in media, communication, public relations, marketing and/or social field.*
- *Knowledge and skills in early childhood development would be an asset.*
- *Three years working experience in a media, marketing or social field.*
- *Experience in digital communication tools, social media management and content creation may also be valued.*

#### **Additional Attributes**

- *Ability to organize and manage projects with high efficiency in a team- oriented environment.*
- *Possess strong communication skills, both oral and written.*
- *Resourceful and independent but comfortable working within an integrated/coordinated framework and team-oriented environment.*
- *Ability to adjust to changing priorities and meet deadlines.*
- *Strong organizational skills and attention to detail.*

#### **Relevant Documents**

Interested and qualified candidates, who possess the above credentials and experience, should send a (1) **detailed and up-to-date CV/resume with at least two referees**, as well as the following **essential documents** to the contact and address below:

- (2) Duly filled Employment Application Form**
- (3) Copies of Certificates/Transcripts**
- (4) A recent passport-size photo**
- (5) A copy of National Identity Card**
- (6) Copies of any other Documents of Relevance**

**Note:** Incomplete application form and non-submission of the requested documents shall NOT be considered for the next steps, as per the Institute requirements and internal procedures for recruitment.

**Ms. Jacqueline Hoareau**  
**Human Resource & Budget Management Officer**  
Institute of Early Childhood Development  
1<sup>st</sup> Floor, Fairview House, Ile Perseverance, Tel: 4286565 or 2719906, Email:  
[jacqueline.hoareau@iecd.gov.sc](mailto:jacqueline.hoareau@iecd.gov.sc)  
**Closing Date: 4<sup>th</sup> October 2024 at 4.00pm**