

OFFICE OF THE INTEGRITY COMMISSION

JOB DESCRIPTION

DEPARTMENT: ADMINISTRATION

TITLE OF POST: Corporate Communications Officer

POST OBJECTIVE:

To develop and manage the implementation of the Commission's Communications and Customer Relations strategy and work plan and to provide technical and administrative support to the members and staff of the Commission.

IMMEDIATE SUPERVISOR: Chief Executive Officer

SUBORDINATE STAFF: Nil

KEY TASKS:

1. Develop and implement, in consultation with the CEO and Management Team, an effective Communications and Customer Relations strategy for the Commission which provides accurate and timely information in appropriate media formats to all stakeholders.
2. Prepare and issue press releases with the authorization of the Commission and/or Chief Executive Officer as appropriate.
3. Coordinate arrangements for the hosting of media events, including preparation of press briefs and media kits for press conferences held by the Commission.
4. Prepare and edit speeches, briefs and the like for use by the Commission in the furtherance of its work as necessary.
5. Propose ways of enhancing the Commission's image and manage relations with the media to ensure accurate representation of the Commission's image and reputation in the public domain.
6. Act as liaison between the Commission and media houses/personnel.

7. Collaborate with the Webmaster of the Commission's website to ensure accurate and timely publication of information.
 8. Arrange feedback mechanisms to monitor public opinion on the work of the Commission and on client satisfaction levels.
 9. Review and respond to selected correspondence of the Commission as required, including letters and electronic mail.
 10. Coordinate public consultations on various aspects of the Commission's work.
 11. Provide general advice on corporate communication matters to the CEO and Management Team.
 12. Undertake any related duties assigned from time to time.
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SPECIAL FEATURES OF THE JOB:

- Requires local and possibly overseas travel.
 - Flexible and extended working hours, including occasional weekend work.
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QUALIFICATIONS REQUIRED FOR APPOINTMENT:

- At least a Bachelor's Degree in Marketing, Communications or a related field.
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COMPETENCIES AND SKILLS REQUIRED:

- Knowledge of marketing and communications principles, practices and approaches.
- Knowledge of corporate communications and media relations.
- Proficiency in information technology policies, procedures and strategies.
- Very good knowledge of the Integrity in Public Life and Prevention of Corruption Acts of 2007, as well as other relevant legislation and regulations.
- Sound knowledge of Government's financial rules, regulations and laws relevant to statutory bodies and state enterprises.
- Very good interpersonal/relationship management skills, discretion, conflict resolution skills and teamwork.
- Ability to deal tactfully with persons at the most senior level of decision-making in public and private sector organisations.
- Excellent oral and written communication and presentation skills.

- Ability to work within a multi-stakeholder environment and to deliver results through responsiveness.
 - Strong consultative skills and ability to manage a demanding workload.
 - Very good analytical and evaluation skills to conduct initial compliance investigations and to identify procedural or compliance weaknesses in declarations.
 - Ability to pay attention to details.
 - Ability to multi-task.
 - Excellent customer and service orientation.
 - Excellent time management and skills.
 - Very good planning and organising skills.
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PERSONAL ATTRIBUTES REQUIRED FOR APPOINTMENT:

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| ✓ highest standards of ethics | ✓ meticulous |
| ✓ honest and trustworthy | ✓ results-oriented |
| ✓ confident | ✓ flexible |
| ✓ discreet and tactful | ✓ self-driven |
| ✓ confidential | ✓ Excellent team player |
| ✓ people-oriented | |
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EXPERIENCE REQUIRED FOR APPOINTMENT:

- At least four (4) years experience in a corporate communications function or other closely related field/function.
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**OFFICE OF THE
INTEGRITY COMMISSION**

DATE

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NAME OF POST HOLDER

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**SIGNATURE OF
POST HOLDER**

DATE

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NOTE:

This Job Description is designed to give each Officer an explanation of the work which is expected. Job Descriptions need to be revised from time to time to reflect the changes which occur. As the work of the Commission evolves each Officer is expected to co-operate with these changes and take a flexible approach to work. This list of key tasks is a guide to an officer's duties and not a complete list.
