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CIVIL SERVICE COMMISSION
P.O. Box 158
Interministerial Building
Mbabane
eSwatini

Vacancy

COMMUNICATIONS OFFICER

Applications are invited from qualified candidates for appointment to the above post in the Civil Service tenable in the Deputy Prime Minister's Office.

QUALIFICATIONS AND EXPERIENCE

The candidate must have the following qualifications:-

- A minimum Degree in Journalism/Communications or Public Relations or equivalent from a recognized institution.
- At least 5 years proven work experience in mainstream media, PR or Communications
- Excellent written and oral communication skills (competence in both Siswati and English)
- Creative multimedia skills will be an added advantage.

DUTIES/RESPONSIBILITIES

- To facilitate information dissemination and develop a media data base
- To develop Ministerial communication objectives
- To advise the Minister, Principal Secretary and Ministerial department heads on communicate related matters
- To maintain media relations
- To develop content, create and manage ministerial social page
- To liaise with Assistant Government Spokesperson in terms of compiling, updating Government calendar, Ministerial website and other media related issues
- To assist in the preparation of press statements and interviews, news releases, speeches and articles.
- To compose, edit, design, record and produce media content (pictures, audio, video content)
- To keep staff up to date with Ministerial news
- To provide the public with information as and when required
- To perform any other official duties that may be assigned by the immediate Supervisor and/or Head of Department.

SALARY

The basic salary is on Grade C5: **E177, 746** rising to **E200, 056** per annum.

APPLICATION PROCESS

Hand deliver your application letter together with your Curriculum Vitae and copies of Tertiary Certificates to the Executive Secretary, Civil Service Commission. Foreign qualifications must be verified by the Eswatini Qualifications Authority (Education). Candidates who do not possess the above qualifications should **not** apply as their applications will not be considered.

CLOSING DATE: 13TH JUNE, 2023