

VACANCIES



ASSISTANT PUBLIC EDUCATION OFFICER

Job Purpose

Reporting to the Manager, Responsible Gambling, the successful candidate will be responsible for providing primary community education interventions to raise awareness about the impacts of gambling and promote responsible gambling practices. Additionally, support the organisation in designing and delivering public education events, stalls, and exhibitions to expand outreach and community engagement.

The incumbent will be responsible for, among others, the following:

Strategy Development

- Participate in the development, delivery and implementation of a Responsible Gaming strategy that meets stakeholders expectations.
- Assist in developing businesses cases for responsible gambling programmes or initiatives.
- Collaborate in identifying stakeholders and target audiences for community education and engagement plans.
- Support awareness campaigns in collaboration with relevant departments.
- Coordinate the planning and delivery of public education events, exhibitions, and stalls to promote responsible gambling.
- Liaise with programme beneficiaries and stakeholders to collect data and feedback.
- Assist with scheduling responsible gambling workshops, exhibitions, and campaigns.
- Ensure accurate dissemination of information to stakeholders.
- Analyse and report on trends as well as target audiences in order to improve responsible gaming activities accordingly.

Key Competencies:

- Strong Communication skills
- Event organisation and exhibition design skills
- Flexibility and adaptability
- Building working relationships internally and externally
- Integrity and openness
- Developing self and others
- Delivering results under pressure
- Creativity and innovation in public engagement
- Dedication and confidence

Academic Qualifications and Experience:

The ideal candidate must meet the following criteria:

A Diploma in Web Design, Event Management, Business Management or related field.

At least 2-3 years of experience in community mobilization, publication design or related field.

Experience in organising events, exhibitions, or activations or stalls management is required.

To apply:

Interested candidates should submit their application letter addressed to the Chief Executive Officer, detailed curriculum vitae (CV), certified copies of academic certificates and their Identity Document (ID) to:

recruitment@cgpcconsultants.com

Subject Email: **Assistant Public Education Officer**

Application closing date: **17th October 2025**

Only shortlisted candidates will be responded to