

COMMUNICATIONS SPECIALIST

Job Purpose

Reporting to the Director Responsible Gambling and Corporate Affairs, the successful candidate will be responsible for developing and implementing the Authority's Communication Strategy and related policies and procedures, cascade the strategy to different levels of the organisation, disseminate information and ensure that the relationships with various stakeholders are effectively managed.

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

- Conducts studies on the prevailing communication environment, to assess the effectiveness of current platforms and areas of improvement.
- Develops strategy assessment mechanisms to ensure compliance with the implementation plan.
- Interprets the Authority's corporate strategy and cascades to the different levels of the organisation as appropriate to enhance productivity, buy-in, and support.
- Identifies and develops internal communication platforms for effective dissemination of information internally.
- Develops the Communications budget to meet the departmental objectives.
- Interprets the Brand guide/manual to create knowledge and understanding about the Company's brand.
- Reviews the CSI program to ensure compliance to the CSI policy.

Key Competencies:

- Communication
- Building working relationships internally and externally
- Integrity and openness
- Managing performance
- Managing processes
- Creating improvements
- Delivering service
- Decision making

Academic Qualifications and Experience:

The ideal candidate must meet the following criteria:

A Degree in Mass Communications, Media Studies, Public Relations or related field.

At least 5 years of experience in communication, public relations, or marketing position, at least two (2) of which should have been at the supervisory level.

Experience in Integrated report production will be an added advantage.

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: **Communications Specialist**

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

Only shortlisted candidates will be responded to

