



VACANCY NOTICE

LEGISLATURE – NATIONAL ASSEMBLY

POSITION: COMMUNICATIONS, EDUCATION AND OUTREACH OFFICER

Applications are invited from suitable qualified persons to fill (1) position of **Communications, Education and Outreach Officer** for the Legislature at the National Assembly.

The National Assembly is the Legislature or Parliament of Belize. It consists of two Houses, that is, the Senate (Upper House) and the House of Representatives (Lower House). The thirty-one (31) Members of the House of Representatives are elected in a general election under the provisions of the Representation of the People Act. Meanwhile, the thirteen (13) Members of the Senate are nominated and appointed by the Governor General of Belize, in accordance with the Constitution of Belize.

The National Assembly Staff (Conditions of Service) Regulations, 2003, define how staff of the National Assembly are governed.

Basic Purpose of Position:

The objective of this post is to provide support to the Clerk in overseeing the external and internal communications of the National Assembly of Belize and in strategizing and promoting its work.

The Communications, Education and Outreach Officer (CEO) is expected to be a dynamic self-starter, working in a fast paced and varied job, and contributing to various aspects of steering and managing the internal and external communications and messaging direction of the National Assembly (NA). The CEO will report directly to the Clerk.

1. Essential Duties and Responsibilities

1. Formulate and roll out the National Assembly's Communications, Education and Outreach Strategy and Plan to broaden awareness of the NA's work and brand identity across key stakeholder audiences and to improve the efficiency and effectiveness of internal and external communications processes;
2. Allow the Presiding Officers, Parliamentarians, and staff of the NA to cultivate and enhance meaningful relationships with targeted, high-level external audiences, including the media, public officials and key influencers and stakeholders;
3. Drafting and production of media releases, brochures, media kits and other product and resource materials, including supervision of their distribution;
4. Ensure or enhance the quality, consistency and appropriateness of internal and external communication materials, activities, processes and messages;
5. Overseeing, or executing as needed, the development of electronic communications, including the NA's website, newsletter or any other electronic communications;
6. Curate content and increasing audience engagement on the NA's website and social media platforms;
7. Exercise judgment to prioritize media opportunities, and prepare talking points, speeches, presentations, and other supporting material as needed;
8. Serve as lead point person on media interactions that help promote and/or impact the NA and actively cultivate and manage press relationships to ensure coverage of issues of strategic importance to the NA, as well as the NA's programmes, special events, public announcements, and other projects;
9. Manage relationships with any communications related vendors or consultants;
10. Promote a culture of high performance and continuous improvement that values learning and a commitment to quality;
11. Mentor and develop staff using a supportive and collaborative approach on a consistent basis;

12. Identify opportunities to strengthen the capacity of the staff of the NA and parliamentarians through appropriate advocacy and communication training, access to information, supplies and equipment and through knowledge sharing;
13. Assessing the effectiveness of communications strategies and activities through appropriate surveys and feedback mechanisms; Prepare documentation of experiences and lessons learned as a means of continued knowledge creation.

2. **The Candidate should possess the following qualifications and skills:**

Skills and Experience Required:

Skills: Proficient knowledge and skills in the use of social media and other communication tools; excellent verbal, written and presentation skills, excellent organisational, scheduling and planning skills, ability to manage different priorities and meet deadlines; awareness of current affairs and a passion for finding out new information; creativity and initiative; must be self-confident and social - ability to network effectively; team player; attention to detail; stamina, energy and drive; ability to work under pressure; achievement-orientated and results-driven; enthusiasm for the working in governance, parliamentary and political spaces; fluency and competency in the English language.

Years of Experience in Related Field: Minimum of three (3) years' experience in any "communications" orientated organisation, in areas of journalism, advertising, marketing or fundraising. Must demonstrate good communication, writing, and analytical skills; time management skills and ability to network and work as part of a team; ability to multitask and maintain confidentiality, honesty and, possess integrity, experience in managing and executing across several communications platforms; and computer literate-working knowledge of word processing, PowerPoint, Excel, Adobe Creative Suite or other software that can deliver on the National Assembly's vision and mission.

Aptitude: Very good learning abilities, good judgement skills and be able to pay attention to fine details. Must work and communicate closely with the Clerk. Have good public relations skills and professionalism; and be a team player. Mostly, the applicant must be a person of integrity and good standing.

Academic Qualification:

Minimum an Associate's Degree in Public Relations, Marketing, Communication, Journalism with a minimum of three (3) years' experience in any "communications" orientated organisation, in areas of journalism, advertising, marketing or fundraising.

3. **Salary:**

Equivalent to Government's Payscale 12 of \$22,557 x 1,014 - \$41,823 per annum.

Deadline for applications

Interested persons who are in possession of the required qualification and experience and have the aptitude for the post of this nature are requested to submit a complete application package which must include a cover letter, curriculum vitae, copies of relevant qualifications, a copy of a recent Police record to **The Clerk, National Assembly, Price Centre Road, Belmopan**, no later than **22nd November, 2024**.