



Government of the Republic of Trinidad and Tobago
Ministry of Sport and Community Development

MANAGER, CORPORATE COMMUNICATIONS

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JOB SUMMARY

The incumbent will work directly with the Minister of Sport and Community Development and Permanent Secretary and will be responsible for the formulation and execution of a Communications Plans for the Ministry. Functions include organizing, public education programmes and designing and producing information for various stakeholders of the Ministry.

REPORTING RELATIONSHIP

Reports to Permanent Secretary

DUTIES AND RESPONSIBILITIES

- Advises the Minister on all communications matters relevant to the Minister/Ministry
- Designs, organizes and implements a creative and effective communications strategy for the Ministry and develops and supervises the executing of related communications plans in the context of the wider national communications strategy
- Develops and maintains programmes to effectively utilize various media for public education and dissemination of information on the role, functions and services of the Ministry
- Collaborates with senior personnel from the Ministry or its Agencies to ensure that communications policy considerations are adequately integrated into Ministry/Agency's operations

- Prepares/co- ordinates the preparation of speeches and periodic reports as required by the Minister or Permanent Secretary

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of various communication media methods
- Excellent written and oral communications skills
- Sound human relations and interpersonal skills
- Excellent leadership, planning and organizing skills
- Ability to treat with sensitive communication issues as required
- Sound knowledge of Desktop Publishing and Microsoft Office Suite Applications
- Ability to work flexible hours including weekends and public holidays when necessary
- Experience working in a media environment and extensive contacts in print and electronic media
- Ability to establish and maintain effective working relationships with both internal and external stakeholders

EDUCATION AND EXPERIENCE

- A Bachelors' Degree and training in Mass Communications/Journalism and at least eight (8) years' experience in the field of Communications/Journalism/Media, at least three (3) of which should be at a senior level; or any relevant combination of training and experience.