

JOB DESCRIPTION FOR Public Relations Officers

JOB TITLE: PUBLIC RELATIONS OFFICER: ELECTRONIC AND NEW MEDIA, GRAPHICS, VIDEOGRAPHY&PHOTOGRAPHY (Two vacancies)	WORK CENTER: HEAD OFFICE/PROJECT SITES
SUPERVISOR/MANAGER TITLE: CORPORATE AFFAIRS MANAGER	DIVISION: CHIEF EXECUTIVE OFFICER
Job Summary: <i>Description of the purpose of the job</i>	
<p>The officer shall be responsible for taking photographs and videos of ALL UEGCL projects and events, creating graphics, illustrative designs for both web-based and off web media. They will also be responsible for community engagements as part of the stakeholder engagement and project communication strategy.</p>	
Key Responsibilities: <i>Brief description of duties or the responsibilities for the job</i>	
<p>Job Description</p> <p>The officer shall be responsible for</p> <ol style="list-style-type: none"> 1. Creating and maintaining, through regular updates of ALL social media outlets for UEGCL. This will entail collecting information from respective departments and formulate bits of information to be shared. They shall be guided by among other policies, the UEGCL social media Policy. 2. Creating captivating graphics, and illustrative designs for all our web-based and off web communication platforms like Newsletters 3. Regular update the website as well as periodic design amendments 4. Photography and videography for ALL UEGCL projects and events. These photos shall form a pictorial narrative/ collage that s/he will be able to put together. They will also be responsible for keeping a rich and well organized archive of photographic and videography elements of brand UEGCL. 5. Perform Protocol functions in the absence of Corporate Affairs Officer and Curating of Projects/ operations to visiting stakeholders 6. Plan, coordinate and attend public events addressing areas relevant to the company policies and procedures 7. Organise publicity activities in line with UEGCL objectives 8. Manage the organization information archives <p>Requirements</p>	

1. Bachelors' Degree in Information Communication technology, Journalism, Mass communication or related discipline. A post graduate qualification in internet programming, graphics design and Networking/ social media communication shall be an added advantage.
2. They should have a demonstrable work experience of 3 years in an actively communicating/marketing environment; able to deliver on agreed targets within immense pressure.
3. Proven working experience in social media marketing or as a digital media specialist
4. Excellent consulting, writing, editing (photo/video/text), presentation and communication skills
5. Demonstrable social networking experience and social media analytics tools knowledge
6. Adequate knowledge and skill in Photography, videography, audio-visual editing, web design, web development
7. Positive attitude, detail and customer oriented with good multitasking and organisational ability
8. Fluency in English
9. Impeccable interpersonal skills