



Job Title	Management Trainee – Communications
Directorate	Personal Data Protection Office
Department	Public Relations and International Affairs
Reporting to	Communications Officer
Salary Grade	N7
Job Purpose	
To support in organizing public relations activities and ensuring effective communication with stakeholders, media and the public	
Key Accountabilities	
<ul style="list-style-type: none"> a) Draft communication materials for the Office b) Respond to communication related issues in a timely manner c) Establish and maintain effective relationships with journalists and maintain a media database d) Support in preparation of detailed media activity reports e) Support in development of promotional material and publications for the Office f) Distribute press releases g) Assist in organizing PR as well as data protection and privacy awareness events h) Maintain and update information on the Office’s website and digital engagement channels i) Work with different departments to generate content j) Perform any other duties, which may be assigned from time to time. 	
Qualifications and Experience	
Education	
<ul style="list-style-type: none"> a) A Bachelor’s degree in Communication, Journalism, Marketing, or Public Relations from a recognized university is required 	
Experience	
<ul style="list-style-type: none"> a) At least one year’s active experience in communication, journalism, marketing or public relations. 	
Technical Expertise	
<ul style="list-style-type: none"> a) Excellent verbal, written and presentation skills b) Excellent use of digital communication tools c) Excellent organizational, scheduling and planning skills d) Creativity e) Self-confident with very good interpersonal skills f) Ability to plan and execute campaigns that deliver measurable results 	
Nature and Scope	



- a) Able to prioritize and co-ordinate work streams/projects to drive delivery of tasks
- b) A resilient team player with a 'can do' attitude, who is willing to take responsibility leading and working with others to create breakthrough solutions to complex problems
- c) Excellent interpersonal and communication skills (both oral and written)