

دولة إقليم هير شبيلي الصومالية

Dowlad Goboleedka Hirshabelle ee Soomaaliya

**HIRSHABELLE STATE OF SOMALIA**

**CIVIL SERVICE COMMISSION**

**VACANCY ANNOUNCEMENT**

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| Job Title: | Communication Clerk |
| Ministry/ institution: | State Presidency |
| Department: | Communication |
| Grade Level & Classification: | Grade 5 |
| Reporting to: | Communication Director |
| Salary: | $386 |
| Hours: | 36 hrs per week |
| Location: | Hirshabelle, Jowhar |

1. **Purpose of the position**

The incumbent will assist the communication director in the state presidency office who is Responsible for managing day to day public relations aspect within the State Presidency.

Supports and sustains the state Presidency reputation for quality, reliability, and public satisfaction. Supports the delivery of press releases and keeps communications sent to the public.

1. **Duties & Responsibilities**

* Ensure public views the State is favourably to the citizens.
* Assist in launching press releases.
* Support members of the media to set up interviews with State representatives for visual calls.
* Get State featured on radio, TV, or the Internet.
* Support corporate strategy and message development, pitch and announcement strategies.
* Assist development of internal communications and external media relations.
* Determines communications strategy and execute programs to deliver communications objectives throughout the State president.
* Establish media relations and maximize media opportunities.
* Have strong relationships with media representatives.
* Support delivery and packaging plans for corporate messages.
* Develop internal publications such as newsletters, releases, email announcements, planned publications, on-line, intranet, video, special projects and assignments.
* Create rich and creative content that is optimized for search engines.
* Provide support assistance to the protocol and public relation department.
* Assist the management, strategy and execution of IT infrastructure for the State president.
* Support technical communication alignment with State goals.
* Direct the effective delivery of networks, development, and disaster recovery systems and processes
* Working with information experts to find solutions to manage better activities.
* Carry out any other duties as assigned by the managements

**3. Qualifications and experience**

* Diploma in communication, public relations, and another relevant field
* Extensive experience of the similar positions.
* Strong writing and public speaking skills
* 2 years of work-related experience

**4. Competencies**

* Strategic information and records management skills
* Computer literacy (ICT)
* Good ethical values of Honesty, integrity and confidentiality
* Professional development skills
* Flexibility and ability work on multiple tasks/projects concurrently
* Ability to meet critical deadlines while maintaining accuracy
* Abilities to motivate and mentor state presidency staff.
* Excellent communication skills both written and oral for Somali and English languages.

**How to apply**

**Please download Application Form:**

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Interested candidates who meet the criteria are encouraged to fill the application form and send to [csc.hirshabelle@gmail.com](mailto:csc.hirshabelle@gmail.com) by not later than **29th Sep 2022**

NOTE

* Please quote the position you are applying in the subject of the e-mail.
* Application form should be sent as attachment in word format.
* Female and people with disabilities are highly encouraged to apply.
* Canvassing will lead to automatic disqualification.
* Only shortlisted candidates will be contacted.
* If you are shortlisted for an interview, you will be required to come with

your original academic and professional certificates during the interview day.

* For more information please visit the following website. www.somalijobs.com