

DETAILS OF THE POSITION

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

Job Title:	Communications and Public Relations Officer
Level:	Junior Professional
Reporting to:	Secretary General
Type of appointment:	Full time
Duration of appointment:	Three years (with an option of renewal for two years)

FUNCTIONS OF THE POSITION:

Under the general guidance of the Secretary General, the incumbent is responsible for revitalizing the branding and imaging of the ACS through the planning, development and implementation of communication, marketing, advertising strategies and programmes as well as promoting the ACS as a vehicle of Caribbean regional cohesion and cooperation on social, political, cultural and economic developments occurring within the ACS Membership both locally and regionally.

DUTIES AND RESPONSIBILITIES:

1. Develop, co-ordinate, and implement communication and marketing strategies for the effective promotion of the ACS and its projects to the Member States; Associate Member States; other Membership bodies and the general public;
2. The strategies should include, but not limited to, target audience identification, communication channel and media selection, core message development, budgeted and investment planning, and periodic measurement of results, Design and implement promotional ideas such as video presentations and other promotional tools in order to publicise, promote and enhance the ACS image to the Member States; Associate Member States; other Membership bodies and the general public;
3. Plan and prepare the 30 year anniversary publication, prepare its contents in terms of concept, text, graphical material; prepare its launch, and promotion. The ACS's 30th anniversary will be on 24th July, 2025.
4. Design and produce marketing and communication materials such as, but not limited to newsletters, brochures, bulletins, booklets, articles, annual yearbook, magazines and any other publications purported and agreed upon by Member States and Associate Member States;

5. Design and produce special occasion gifts and promotional material to be offered in official visits to heads of diplomatic missions;
6. Establish and maintain professional contact and affiliations with the national media in the ACS Member States and Associate Members States to promote the dissemination of news, feature stories and publicity related to the area of content;
7. Arrange and conduct presentations/seminars on the ACS to the Member States; Associate Member States; other Membership bodies and the general public;
8. Support the ACS in the execution of Meetings of the Special Committees, Ministerial Council, Summits and other meetings, events, seminars, workshops, conferences of the ACS bodies;
9. Arrange press conferences, radio and television interviews, public events, promotional activities and ensure media coverage of ACS meetings, events and activities where necessary;
10. Prepare, plan and manage the publication of all publicity material to maximise brand promotion;
11. Write and disseminate ACS press/news releases and other communications as appropriate;
12. Manage the ACS web-site and social media profiles by sharing appropriate content that will educate, enhance and promote the ACS image;
13. Maintain an up to date database of photographic content of ACS events, workshops, seminars, official visits and missions.
14. Liaise with Directorate/ Unit Heads and the Secretary General to elicit news, information and other articles for timely reproduction of publications, in particular follow directions and coordinate with the Political Advisor on matters pertaining to statutory and official meetings and missions, as well as other international and regional gatherings which are important for ACS members and associates;
15. Proofread and/or edit articles and any other publications to ensure conformity to proper grammatical style and other standards;
16. Serve as the focal point of contact in facilitating requests for information, articles or publications concerning the ACS from internal and external sources;
17. Evaluate results and impact of marketing or communication initiatives;
18. Represent the ACS at official meetings, events, workshops and conferences as designated.

KNOWLEDGE AND COMPETENCIES

- Excellent oral and written communication skills in two (2) of the official languages of the ACS;
- Strong Interpersonal skills;
- Creativity and Innovation;
- Accountability;
- Ability to develop, build and foster effective working relationships with internal and external stakeholders;
- Ability to plan, organise and supervise the work of support staff, and manage a budget;
- Excellent organisational, planning and time management skills;
- High degree of professionalism;
- Ability to work in a team and collaborate with others;
- Ability to work under pressure in a multi-cultural environment;
- Proficiency in social media (facebook, Linkedin, Instagram), MS Office Suite, adobe photoshop, adobe illustrator or similar ;
- Knowledge of communications and public relations, marketing, advertisement, and image management, and crisis management; Knowledge of video production and editing.

QUALIFICATIONS AND EXPERIENCE

- A Post Graduate degree (Master's degree or equivalent) in fields related to Public Relations, Marketing, Communication or other relevant areas;
- At least seven (7) years' experience at international or regional levels in areas such as photo database management; social media management; video editing; production of press/news releases; brand promotion; developing media relations networks; and
- Experience in the use of Adobe Design Suite (Premiere Pro, Illustrator, Photoshop).

SUPERVISORY RESPONSIBILITIES

The incumbent is responsible for co-ordinating, managing and overseeing the work of a Unit Assistant. Other duties include training and evaluation; planning and assigning responsibilities.

TRAVEL

The incumbent is required to travel in the course of his/her duties.

REMUNERATION PACKAGE:

- Monthly Remuneration: US\$3,830.20 (tax exempted);
- Purchase of airline ticket to and from Port of Spain, Trinidad and Tobago for the professional and up to four dependents from the point of origin;
- Repatriation allowance (one-time payment corresponding to basic monthly salary) upon arrival in Trinidad and Tobago;
- Shipping of personal effects from and to point of origin in keeping with relevant guidelines;
- Group Health Insurance for the Professional and dependants (if applicable).
- Participation in the ACS International Staff Fund (employee - 7% and employer - 14%);
- Annual paid vacation entitlement of 25 working days (2.08 per month).

ASSESSMENT:

Evaluation of qualified candidates for this position will include a Competency/based Interview, a Language Proficiency Assessment and an Assessment Exercise.

APPLICATION PROCEDURES:

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;
2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names of three (3) referees and contact information.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either [Adobe](#)

[Acrobat](#) or [Adobe Acrobat Reader DC](#). Do not attempt to complete this document using any web browser.

Applications must be addressed to:

Mr. Rodolfo Sabonge
Secretary General
Association of Caribbean States
5-7 Sweet Briar Road, St. Clair
PO Box 660, PORT OF SPAIN
Tel: 868-622-9575
Fax: 868-622-1653

And sent by email to: hrcontact@acs-aec.org

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.