

REGULATED SUBSTANCES AUTHORITY (RSA)

JOB DESCRIPTION

JOB TITLE	:	INFORMATION AND COMMUNICATIONS OFFICER
EMPLOYMENT TYPE	:	CONTRACTUAL (Public servants may be engaged by Secondment)
PERIOD	:	24 MONTHS

A. RELATIONSHIPS

1. Works under the direction of and reports to the CEO.

B. DUTIES AND RESPONSIBILITIES

1. Assist in the collection, retention, safeguarding, analysis and preparation of information for dissemination to staff, stakeholders, media and other approved parties.
2. Preparation, publication and dissemination of periodic reports, newsletters, booklets, posters and other forms of literature which may be required to promote public awareness and education.
3. Preparation and presentation or submission of press statements, media materials and public service announcements to the media or to stakeholders through the media, as well as maintaining a library of related media coverage; articles and clips.
4. Responsible for engaging members of the media and arranging press briefings and media engagements to ensure the adequate dissemination of information as required.
5. Responsible for engaging key stakeholders on communications, advocacy and awareness of all project activities of the Authority; including overseeing the development launch and dissemination of programme materials, human interest stories, factsheets, and infographics to key stakeholders through relevant media channels.
6. Responsible for the identification, planning, development and implementation of education and sensitization projects geared towards the realization of the Authority's goals and objectives.
7. Responsible for coordinating all outreach programmes (conferences, workshops, consultations, knowledge sharing events etc.).
8. Oversee the upkeep of the Authority's webpage on an ongoing basis.
9. Ensure strategic and timely flow of information and messages.
10. Produce and edit all internal and external communication about the Authority or its projects, duties and initiatives in a consistent style, tone and flow.
11. Monitor project and programme progress and performance, identifying and addressing any issues or risks that may arise.
12. Assist in the development and implementation of outreach and marketing strategies.

13. Advise on and perform damage control where and when necessary.
14. Required to be familiar with policy, legislation, regulations and administrative directives that relate to the Authority.
7. Prepare monthly reports, including recommendations as required, on the progress of work undertaken and as defined by this job description.
8. Any other related duties as assigned by the CEO to advance the objectives of the RSA.

C. CONDITIONS

1. Required to own, maintain and operate an appropriate motor vehicle to enable effective discharge of the duties/responsibilities outlined.
2. Required to make public statements on behalf of the Authority in a professional manner.
3. Required to take proper care of equipment/work tools issued.
4. Salary will be within the salary scales set by the RSA.

D. QUALIFICATIONS AND EXPERIENCE

1. A Master's degree in Communications, International Relations, Public Relations, Journalism, Marketing, Political Science or other related field, with a minimum of one year of relevant professional experience in communications and/or information management;
OR
Bachelor's degree in Communications, International Relations, Public Relations, Journalism, Marketing, Political Science or other related field with a minimum of three years of relevant experience;
OR
At least seven years of relevant working experience.
2. Experience in managing the communication, information, and knowledge management aspects of projects, or for Authorities and in roles with similar responsibilities.
3. Numeracy and research skills and the ability to conduct basic inferences from raw data and be able to decipher significant facts from raw data.
4. Exemplary verbal and written communication skills in English.
5. Verbal skills in Saint Lucian Kwéyòl is desired.
6. Experience with basic design and layout for communication and branding materials. Photoshop and graphic design skills are an asset.
7. Working knowledge of the Regulated Substances Act and other relevant legislation.

E. OTHER KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent interpersonal and communication skills and the ability to work with diverse groups and organizations.
2. Ability to communicate goals and objectives clearly; to undertake actions, decisions and achieve results in an independent manner and to assume responsibility for actions taken.
3. Ability to work independently with minimum supervision.

4. Capacity to withstand public scrutiny with poise and diplomacy.
5. Ability to learn, innovate and integrate new knowledge and practices into work.
6. Excellent time management skills.
7. Working knowledge of basic computer programs including Microsoft Office (e.g., Word, Excel, PowerPoint, Publisher and Teams).

F. EVALUATION OF PERFORMANCE

Work performance will be evaluated based on:

1. The accomplishment of agreed performance targets.
2. Compliance with directions and guidance provided.
3. Proper decorum and attitude to work.
4. Ability to effectively supervise persons assigned.
5. Timely completion of reports and assignments.

G. DURATION

The initial contract duration would be for twenty-four (24) months with the possibility of extension of the contract for an additional duration or permanent employment premised upon satisfactory performance in the initial 24-month period.

H. REMUNERATION

An attractive remuneration package commensurate with experience and skills will be offered.

APPLYING FOR THIS POST

Interested eligible candidates must submit their application to the following address:

Chief Executive Officer
Regulated Substances Authority
Bisee Industrial Estate
Castries
Saint Lucia

Or electronically:
info@rsa.govt.lc

Applications **must** include the following format and content:

- a. A brief cover letter (maximum 1 page); and
- b. A résumé (CV) of no more than 5 pages, showing personal details, work experience, and education, along with the names of three work-related references.

DEADLINE FOR APPLICATIONS: 2nd FEBRUARY, 2025.

Note: unsuitable candidates will not be acknowledged. Applicants whose minimum qualifications and experience conform to the Terms of Reference will be short-listed and invited to attend an interview for further consideration.