



## **EXTERNAL VACANCY ANNOUNCEMENT**

**21 SEPTEMBER 2023**

The Office of the Auditor-General (OAG) is an independent and autonomous body and is the Supreme Audit Institution in Lesotho. OAG is responsible for auditing government revenue and spending and overseeing public funds' management, quality, and credibility of the government's reported financial data.

OAG invites applications from suitably qualified local candidates for the following position:

<b>JOB TITLE</b>	<b>COMMUNICATIONS MANAGER</b>
<b>NO OF POSTS</b>	<b>1</b>
<b>RESPONSIBLE TO</b>	<b>DIRECTOR STRATEGY AND COMMUNICATIONS</b>
<b>RESPONSIBLE FOR</b>	<b>SENIOR COMMUNICATIONS OFFICER</b>

### **CORE DESCRIPTION**

Market the Office of the Auditor-General by providing information in the broadest sense about the institution's activities and act as a link between the OAG and the public with the aim of projecting the image of the OAG positively.

### **JOB RESPONSIBILITIES**

- a) Develops comprehensive and sound public relations policies, procedures and manuals in tandem with industry best practice and OAG requirements.
- b) Advises the Auditor-General on the right course of action to take on major public complaints published in mass-media or in letters addressed to the Auditor General.
- c) Prepares, produces and disseminates information about the OAG's programs and activities through newsletters, bulletins, press releases and other publications.
- d) Markets OAG programs through advertisements, press releases, OAG official newsletter, official posters, brochures, pamphlets, exhibitions, radio and television talks, shows, and manuals or bulletins, and conferences.
- e) Issues concise and accurate information about the OAG to both the private and public press in a timely manner.
- f) Liaises and keeps contacts with media institutions for dissemination of information on OAG.
- g) Develops sectional contributions to the Annual Business Plans to ensure alignment with OAG's strategy.
- h) Plan, manage and control resources within the section for efficient and effective acquisition and utilisation.
- i) Prepares sectional budget and ensure that expenditure is within approved budget.
- j) Develop systems, policies and procedures to enhance management and delivery of work in the section.
- k) Improve staff performance and efficiency.

- l) Oversee the undertaking of periodic customer satisfaction and internal climate surveys to monitor stakeholders' perceptions of the OAG.
- m) Develop, review, and ensure implementation of OAG internal and external communication strategies to improve communication and efficiency.
- n) Act as a spokesperson for OAG on official issues or advise Departmental Management to select a spokesperson to clarify technical or contentious issues to relevant interest groups.
- o) Facilitate the updating of OAG's website and coordinate feedback on online queries and inquiries.
- p) Provide monthly and quarterly reports on the implementation of sectional initiatives for accountability and performance monitoring.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Master's degree in Communication studies or equivalent plus three (3) years of experience in public relations and marketing duties in a reputable public Organization.

#### **OR**

Bachelor's degree in Communication studies or equivalent plus six (6) years of experience in public relations and marketing duties in a reputable public Organization.

### **COMPETENCIES**

- a) Excellent verbal and written communication skills.
- b) Good interpersonal and leadership skills.
- c) Proficiency in Sesotho and English (oral and written)
- d) Must have well-developed analytical and reporting skills.
- e) High level of integrity & Energetic
- f) Planning and organising skills.
- g) Excellent presentation skills and problem-solving
- h) Negotiation skills & Business Acumen
- i) Critical thinking skills & Perseverance
- j) Creative and Innovative
- k) Independent