



EXTERNAL VACANCY ANNOUNCEMENT

The Office of the Auditor-General (OAG) is an independent Supreme Audit Institution in Lesotho. It is responsible for promoting accountability, transparency, and value for money in the use of public funds by providing quality audit services to improve the economic, efficient and effective service delivery to the citizens of Lesotho. OAG achieves this through audits, and reports on the Government of Lesotho's Consolidated Fund and Public Stores, to provide an overall opinion on the accounts.

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

JOB TITLE : SENIOR COMMUNICATIONS OFFICER
NO OF POSTS : ONE (1)
RESPONSIBLE TO : COMMUNICATIONS MANAGER

Job Purpose:

The Senior Communications Officer is responsible for developing, managing, and executing the OAG's internal and external communication strategies. The officer should ensure effective dissemination of information, enhances public awareness of the OAG's mandate, role, and promotes transparency and accountability. This position involves media relations, stakeholder engagement, content creation, and strategic communication planning.

KEY RESPONSIBILITIES:

- a) Communication Strategy Development and Implementation
 - i) Ensure alignment of communication efforts with the OAG's mission, vision, and strategic goals.
 - ii) Monitor and evaluate the effectiveness of communication strategies and adjust as necessary.
- b) Media Relations

- i) Act as the primary media liaison, managing relationships with journalists and media houses.
 - ii) Prepare and distribute press releases, media statements, and briefing notes.
 - iii) Organise press conferences, interviews, and other media engagements.
- c) Public Relations and Stakeholder Engagement
 - i) Develop and maintain relationships with key stakeholders, including MDAs, government agencies, Civil Society Organizations, and the general public.
 - ii) Coordinate and manage public outreach programs and campaigns to enhance understanding of OAG's work.
- d) Internal Communications
 - i) Develop internal communication initiatives to ensure staff are informed about OAG's developments.
 - ii) Manage internal newsletters, bulletins, and other internal communication channels.
- e) Content Development and Digital Communication
 - i) Oversee the creation of communication materials such as reports, brochures and infographics.
 - ii) Manage the OAG's website, the Hub and social media platforms, ensuring timely and accurate updates.
 - iii) Ensure consistency in branding, messaging, and visual identity across all communication channels.
- f) Crisis Communication
 - i) Develop and implement crisis communication strategies to manage reputational risks.
 - ii) Provide timely and effective responses to communication-related challenges or misinformation.
- g) Documentation and Reporting
 - i) Maintain records of communication activities, media coverage, and stakeholder engagements.
 - ii) Prepare periodic reports on communication activities, challenges, and recommendations.

QUALIFICATIONS AND EXPERIENCE:

- i) Bachelor's degree in Communications, Public Relations, Journalism, or a related field. A Master's degree is an added advantage.

- ii) Minimum of 5 years of experience in a communications or public relations role, preferably in a government institution, auditing body, or regulatory organization.
- iii) Proven experience in media relations, content creation, and stakeholder engagement.
- iv) Strong knowledge of digital communication tools and social media management.

KEY COMPETENCIES AND SKILLS:

- a) Excellent written and verbal communication skills.
- b) Strong strategic thinking and problem-solving abilities.
- c) Ability to work under pressure and manage multiple tasks effectively.
- d) High level of integrity, professionalism, and confidentiality.
- e) Proficiency in graphic design and multimedia content creation is an advantage.
- f) Strong interpersonal and networking skills.

Job Application Submission

Applicants must submit a motivational letter, CV, certified educational certificates, transcripts, and ID to the Human Resources Office, Office of the Auditor-General, 4th Floor, Finance House, Maseru, Lesotho. The closing date for applications is **04th April 2025** at 5:00 pm, only shortlisted candidates will be contacted.