


JOB POSTING Communication Officer	Newmont Ahafo Development Foundation (NADeF)	
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JOB SUMMARY

Position: Communication Officer

Job status: Full time permanent

Number of Vacancies: 1

Reports To: Executive Secretary

Location: Ahafo Ntotroso

Date of Description: January 2023

PURPOSE: Develop and manage a communications strategy that accurately, timeously and consistently keeps stakeholders informed about the activities of the foundation in order to create a positive reputation for Newmont Ahafo Development Foundation.

DUTIES AND RESPONSIBILITIES:

- Lead the development of communications strategy which promotes and increases awareness of activities of the Foundation
- Prepare and disseminate accurate and consistent information to inform both internal and external stakeholders, especially project communities, on all Foundation activities using appropriate materials and channels (newsletters, social media, brochures, etc)
- Develop and maintain effective media relations with all key media organizations and outlets
- Plan and lead the execution of the Foundation’s public events.
- Ensure media publicity for the Foundation’s programs and activities
- Manage the Foundation’s newsletter.
- Draft media releases.
- Conduct media monitoring and produce weekly reports.
- Manage the Foundation’s photo & films library.
- Develop and manage content for the Foundation’s website and social media platforms.
- Compile and manage the stakeholder database of the Foundation.
- Liaise with Newmont Ahafo’s Communications Department for the development of messages and other communication materials such as flyers, posters, documentaries etc.
- Arrange visits and meetings.
- Attend meetings, events and report back.
- Support in managing Economic Empowerment programs and activities.
- Support the Foundation’s monitoring and Evaluation process.
- Perform other duties and responsibilities as assigned.

WORKING CONDITIONS: The position is located at Ntotroso, Ahafo Region.

Required Skills/Experience:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external publics
- Verbal proficiency in Akan language is desirable
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint and Outlook)
- Must be able to work under minimum supervision, deliver timely and quality results
- Must have good understanding of creative and innovative approaches to project the activities of the Foundation
- Team player and excellent organizational skills
- Good knowledge of the local and national media landscape
- Skills in graphic design
- Skills in website management

EDUCATION, TRAINING & EXPERIENCE:

- Degree/Diploma in Communication Studies or equivalent qualification from a recognized institution.
- At least three years post qualification experience in a similar or related position
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external publics
- Workplace experience in media or Communication related environment.
- Familiarity with administrative support and office procedures.
- Knowledge of local media landscape and familiarity with local governance institutions.
- Must be excellent at prioritizing, assuming responsibility for tasks with minimum supervision, and deliver timely results on.
- Supporting creative and innovative approaches to project the foundation.
- Oral proficiency in Akan is desirable.
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint and Outlook)
- Holder of a Republic of Ghana Driver's License
- Must possess strong interpersonal skills, be a team player and be able to work with minimal supervision

If you are interested in this position, please send your application letter, curriculum vitae and other supporting documents to the address below no later than **28 January, 2023** or via info@nadef.org. You can also submit applications directly to the NADeF Secretariat, Ntotroso.

Please note that only short-listed applicants will be contacted.

**The Executive Secretary
Newmont Ahafo Development Foundation
P. O. Box 30
Ntotroso
Ahafo Region**