



Position Title: Communications Officer - Temporary

The Position shall be responsible for:

- Promoting the understanding and ownership of Botswana Vision 2036 through the implementation of strategies that are geared towards communicating the organization's mandate
- Disseminating updated information on Botswana Vision 2036 to the media and public.

Duties

- Assists in popularization of Vision 2036 through a '*whole of nation*' approach.
- Create awareness and understanding of Vision 2036 in line with the communication strategy.
- Assists in the development of communications materials, and content targeted at all stakeholders.
- Write, edit and distribute various types of content, including materials for the website, social media, blog posts, etc to convey key messaging to the public.
- Track analytics and create reports detailing successes and challenges of communication campaigns.
- Ensure that all communication materials align with brand standards.
- Assists in implementation, monitoring and evaluation of an advocacy strategy.
- Assists in educating stakeholders on the mandate of the organisation.
- Assists in the implementation, monitoring and evaluation of stakeholder engagement strategy.
- Assists in promoting productive partnerships and collaborations with stakeholders.
- Assists in mapping out all Vision 2036 stakeholders against their roles and responsibilities.
- Assists in operationalisation of stakeholder forums and platforms to promote effective collaborations and partnerships.
- Provides input into the development and implementation of the Vision 2036 Corporate Strategy.

REQUIREMENTS

Qualifications	Experience	Knowledge	Skills	Behavior Attributes
<ul style="list-style-type: none"> Bachelor’s Degree in Communications, Public Relations, Media or related field. 	<ul style="list-style-type: none"> At least three (3) years post qualification experience, in a communications or advocacy role. 	<ul style="list-style-type: none"> Knowledge and understanding of communications and advocacy processes. Knowledge of new digital media communications. Understanding of the country’s media and communication environment. External Environment Orientation 	<ul style="list-style-type: none"> Ability to maintain alliances and strategic partnerships. Strong written and oral communication skills. Excellent writing skills. Strong negotiation skills. Ability to multi task and prioritize work. Social media and multimedia skills. Good advocacy and lobbying skills. Good interpersonal skills. Analytical thinking. 	<ul style="list-style-type: none"> Ability to influence. Assertiveness. Team player. Decisiveness. Attention to detail.