



JOB OPPORTUNITY

The Zambia Public Procurement Authority (ZPPA) a body corporate and responsible for regulation of public procurement in Zambia invites applications from suitably qualified and experienced candidates for appointment into ZPPA's establishment for the following position:

JOB TITLE: PRINCIPAL OFFICER - PUBLIC RELATIONS, ZPPA04 (1)

1.0 PURPOSE:

To plan, organize and control communication and public relations functions in the Authority and participate in formulating corporate and public relations related policies and procedures of the Authority.

2.0 STATEMENT OF MAIN DUTIES:

Under the supervision of the Board Secretary, the job holder will be responsible for the implementation of all public relations and communication activities so as to create, promote and maintain the good reputation of the Authority. The jobholder will specifically perform the following duties among others:

- 2.1 Coordinate all public relations and communication activities concerning the Authority's interface with all stakeholders and other non-stakeholder players in public procurement;
- 2.2 Identify corporate communication and public relations issues in the Authority and recommend how they should be resolved;
- 2.3 Develop and sustain the mutual understanding between the Authority, its stakeholders and the public;
- 2.4 Use all forms of media and communications to project and protect the image of the Authority;
- 2.5 Initiate and plan public relations campaigns by defining goals, analysing problems and opportunities in liaison with superior and other departments and clients (internal and external);
- 2.6 Carry out research of published materials, interviews and surveys for the betterment of the Authority's image;
- 2.7 Attend or organize exhibitions and conferences and manage all special events and functions of the Authority;
- 2.8 In consultation with the superior, write and edit in-house News Letters, speeches, articles and annual reports;

- 2.9 Prepare corporate advertising that maintain the Authority's good name, identity and reputation;
- 2.10 Ensure that the Authority's website is constantly updated;
- 2.11 Ensure that press briefings are held regularly and that there are timely responses to matters affecting the Authority's mandate in line with the Communications Policy;
- 2.12 Develop and maintain good working relations with the media and respond to enquiries from individuals, journalists and other organisations; and
- 2.13 Perform other duties that may be delegated by superior.

3.0 **QUALIFICATIONS AND EXPERIENCE**

- (i) **Education:** Full Grade 12 Certificate with at least five (5) credits or better;
- (ii) **Vocational Requirements:** Candidates must have any of the following qualifications:
 - (a) Bachelor's Degree in Mass Communication; or
 - (b) Public Relations Studies.
- (iii) **Relevant Post-qualification Job Experience:** Minimum three (3) years' experience in public relations.

4.0 **SKILLS AND OTHER REQUIREMENTS**

- (i) Excellent writing and oral communication skills;
- (ii) Excellent interpersonal skills with ability to effectively interact with people from diverse cultural backgrounds;
- (iii) Must be a member of the Zambia Public Relations Association (ZAPRA);
- (iv) Must possess valid Driving License; and
- (v) Knowledge of procurement issues will be an added advantage.

5.0 **APPLICATION PROCESS**

All applications will be treated in strictest confidence and should comprise a curriculum vitae and certified copies of Grade Twelve (12) certificate, Bachelor's degree and any other relevant certificates including transcript of degrees, National Registration Card, and current Zambia Public Relations Association (ZAPRA) practicing license. Applications to be addressed to:

The Director General
Zambia Public Procurement Authority
Stand 11790 Sub J
Off Alick Nkhata Road
Procurement House
P. O. Box 31009
LUSAKA

CLOSING DATE

The closing date for receipt of applications will be **Friday, 20th December, 2019 at 16:00 hours.** Only shortlisted candidates will be contacted.