

NATIONAL TRANSPORT AUTHORITY

Vacancy for the Post of Communication and Public Relation Officer (on contract)

Applications are invited from suitably qualified candidates **outside the service** who wish to be considered for employment as Communication and Public Relation Officer (on contract) for a period of one year at the National Transport Authority.

2. AGE LIMIT

Candidates should be below 65 years old by the closing date for submission of applications.

3. QUALIFICATIONS

Candidates should possess a Degree in Communication Studies from a recognized institution together with five years' experience in Communication and Public Relation Matters.

Candidates should have excellent communication, interpersonal and writing skills.

4. ROLE AND RESPONSIBILITIES

To be responsible for Communication and Public Relation Matters of the National Transport Authority.

5. MAIN DUTIES

- (i) Planning, developing and implementing communication and Public Relation Strategies;
- (ii) Liaising with and answering to complaints and enquiries from media, individuals, Ministries/Departments, organisations and other stakeholders;
- (iii) Writing, producing, maintaining, updating, and distributing/disseminating information and press releases to targeted and social media and organisation's website;
- (iv) Analysing and dealing with media coverage and research;
- (v) Managing the communication and Public Relation and customer service and any potential crisis situation; and
- (vi) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Communication and Public Relation Officer in the roles ascribed to him.

6. SALARY

A monthly salary of Rs 25, 525 plus a gratuity of two month's salary on completion of 12 months satisfactory service.

7. MODE OF APPLICATION

- (i) Applications should be submitted, with certified copies of academic certificates and any other documents evidencing relevant experience in the field, to the:

**Road Transport Commissioner
National Transport Authority
MSI Building, Royal Road
Les Cassis
Port Louis**

Closing Date for submission of application: **22 March 2018**

- (ii) For more details, please visit our website on **nta.govmu.org**

01 March 2018

Terms and Conditions

(a) **Terms of Employment**

The employment will be for a period of one year.

(b) **Salary**

The selected candidate will be paid a monthly salary of Rs 25,525 monthly.

(c) **Duties and Responsibilities**

- (i) To be responsible for Communication and Public Relations Matters;
- (ii) Planning, developing and implementing communication and PR Strategies;
- (iii) Liaising with and answering to complaints and enquiries from media; individuals, Ministries/Departments, organisations and other stakeholders;
- (iv) Writing, producing, maintaining, updating, and distributing/disseminating information and press releases to targeted and social media and organisation's website;
- (v) Analysing and dealing with media coverage and research;
- (vi) Writing and editing in-house magazines, speeches, articles and communiqués.
- (vii) Preparing and supervising the production of publicity brochures, handouts, direct mail, leaflets, promotional videos, photographs, films and multimedia programmes.

- (viii) Organising and fostering events including press conferences, exhibitions, open days and involving in community initiatives.
 - (ix) Managing the communication and PR and customer service and any potential crisis situation.
 - (x) To perform any other related duties as may be assigned by the Road Transport Commissioner.
- (d) **Leave**
- The selected candidate will not be eligible to any annual or sick leave entitlement during the first year of contract in accordance with the PRB Report.
- (e) **Travelling Allowance**
- The selected candidate will be paid travelling allowance in accordance with regulations in force.
- (f) **Gratuity**
- The selected candidate will be paid two monthly' salary on completion of twelve months satisfactory service.
- (g) **Termination of Contract**

Government may at any time determine the employment of the selected candidate by giving him one month's notice in writing or by paying him one month's salary.

- a. The selected candidate may resign from his employment by giving one month's notice in writing or by paying to the Government one month's salary.
- b. Should the selected candidate in any manner misconduct himself, the Government may terminate his employment forthwith and thereupon all rights and advantages reserved to him shall cease.