

# JOB ADVERTISEMENT

Nauru Utilities Corporation (NUC) is seeking to engage a suitably qualified and experienced person for the position;

**POSITION:** Public Relations Officer

 **REPORTS TO :** CEO

**SUPERVISES :** None

**Responsibilities & Accountabilities:**

1. Develop Public Relations campaigns and media relations strategies

2. Collaborate with internal teams and maintain open communication with senior management

3. Edit and update promotional material and publications (brochures, videos, social media posts etc.)

4. Prepare and distribute press releases when required.

5. Organize Public Relations events (e.g. open days, press conferences) and serve as the Corporations spokesperson

6. Actively participate in sponsorships and advertising to uphold the image of NUC

7. Address inquiries from the media and other parties.

8. Track media coverage and report any concerns to the Chief Executive Officer

9. Prepare and submit Public Relations reports

10. Manage Public Relations issues

11. Actively participate in the NUC’s customer awareness programs

12. Learns, understands, and complies with all Company policies.

13. Assists in emergencies as needed including emergency calls at non-scheduled hours.

14. Cooperate with NUC management in regards to any duties or requirements imposed on them by relevant Health and Safety legislations and ensure compliance.

15. Carry out duties and responsibilities considered appropriate and relevant by NUC management

**Minimum Education**: Diploma or equivalent in Public Relations, Journalism and Communications

**Experience**: Proven experience as a Public Relations Officer or similar PR role

**Skills:** Managing media relations (online, broadcast and print); Background in researching, writing and editing publications; Proficient in MS Office and social media; Familiarity with project management software and video/photo editing; Strong communication ability (oral and written); Excellent organizational skills; Excellent interpersonal skills; Presentation Skills; Creativity and problem-solving aptitude;

 **Personality**: Business oriented; Flexibility & Adaptable; Patient; Social & Friendly;

 Passion for excellence in service; Self-starter;

Must be able to: Work extended hours; Work as a team; Handle frustration,

pressure/Stress; Travel to meet public, clients, special groups, government officials.

*The purpose of this job is to assist in providing independent and objective evaluation of the NUC’s operational activities against the corporation’s policies, procedures, professional standards and statutory requirements.*

*Competitive salary + opportunity for annual incentive.*

*Being able to work and learn amongst some of the best experts in the industry.*

*Flexibility + access to professional development + uniform.*

For more information, please contact **enquiries@nuc.com**.**nr** or on mobile: **5574059**

**Applications close on** **31st December 2021**

**Please note applications may be short-listed and progressed prior to the closing date.**

At NUC, we want our people to reflect the community we operate in, and encourage applications from a diverse range of people, backgrounds and experiences.