



Job Vacancy Announcement

The Management of the Liberia Water and Sewer Corporation (LWSC) is seeking qualified and experienced applicants to fill the following positions:

PUBLIC RELATIONS MANAGER

LWSC is looking for a Public Relations (PR) Officer to organize and oversee PR activities, ensure effective communication with stakeholders (media and public), and develop and implement marketing strategies to sell the company's products and services.

Your goal will be to ensure effective communications between the corporation and the public, cultivate a positive company image and promote the corporation to help build its customer base

DUTIES AND RESPONSIBILITIES

1. Develop a PR strategy to improve the overall image of the LWSC within the first 21 days of acceptance of this position;
2. Develop a promotion strategy to market all of the company's product and services
3. Develop and implement a strategy to boost and maintain the company's social media presence
4. Develop a monthly publication on the activities that occurred during the month showing the challenges and accomplishments of the organization by divisions;
5. Liaising with, and answering enquiries from media, individuals and other organizations, by telephone and email or social media;
6. Researching, writing and distributing press releases to targeted media and LWSC employees;
7. Collating and analyzing media coverage;
8. Writing and editing in- house articles and speeches
9. Prepare and supervise the production of publicity brochures, handouts and direct mail leaflets,
10. Organizing events including press conferences, exhibitions, and press tours
11. Maintaining photos and videos of all the corporation activities
12. Maintaining and updating information on the organization's website;
13. Fostering community relations through events such as open house through involvement in community initiatives
14. Managing the PR in potential crisis situation
15. Undertakes any other duties as directed by Management.

Minimum Academic/Professional Qualifications:

At least a Bachelor degree (BSC, BA) in Mass Communication or equivalent; a minimum of three (3) years of practical journalism experience. Excellent writing and communications skills.

PUBLIC RELATIONS ASSISTANT

The applicant is expected to: Assist in coordinating public relations work through in order to maintain a mutual understanding and confidence between LWSC and the general public.

DUTIES AND RESPONSIBILITIES

1. Assist the Public Relations Manager in executing all tasks
2. Primary responsibility for managing the company's social media presence
3. Assist in issuing press release and other media advisories
4. Assist the Public Relations Manager in executing all PR strategies, plans and programs
5. Undertakes any other duties as directed by Public Relations Manager

Minimum Academic/Professional Qualifications:

At least an Associate Degree (AA); demonstrated familiarity with social media, minimum of one (1) year of practical journalism experience.

Key Competencies**Abilities**

- Demonstrated ability to plan, co-ordinate, and monitor his or her own work plan
- Demonstrated ability to meet deadlines
- Self-motivated professional, with ability to work under minimum supervision

Skill

- Proficiency in English language with excellent communication skills both in writing and public speaking.
- Computer literacy, especially with the software of Microsoft Office suite is essential
- Excellent team building and interpersonal skills

MODE OF APPLICATION

Interested Individuals with the stated qualifications should deposit their CV in a sealed envelope at the Human Resources Section on or before August 18th, 2017 at 3.00 PM.

To apply:

Please send CV and Cover letter to:

**The Human Resources Section
Liberia Water & Sewer Corporation
King Sa Boso Street
Monrovia, Liberia**