

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	CE - 013
Job Title:	Communication Manager
Location:	Head Office
Department:	Chief Executive Office
Report to:	Chief Executive Officer
Supervises:	Communications Officer Communications Assistant

Description

The Communication Manager is responsible for an integrated approach to effective planning and implementation of GWI's public relations and communication program using appropriate media strategies to promote the timely dissemination of information about GWI's operations internally and externally.

Main Duties and Responsibilities

1. Plan and execute a strategic internal communication plan that enforces company values and promotes transparent communication.
2. Manage programs and initiatives that focus on promoting employee appreciation, recognition and engagement.
3. Organize PR activities and ensure effective communication with stakeholders, media and the public.
4. Plan, execute and cover events for the Guyana Water Inc. including news, press conference, public commissioning ceremonies, exhibitions, career day activities, etc.
5. Identify, write and record features on personnel, work operations and other areas within the Guyana Water Inc.
6. Work collaboratively with all departments (e.g. Operations) and leadership to maintain an open communication channel to ensure consistency and quality standards.
7. Develop metrics to effectively monitor the impact of internal and external communication programs on all social media platforms.
8. Develop and execute the overall corporate communications and marketing strategies and campaigns.
9. Manage the development of corporate and program materials and electronic media to include websites, press-releases, newsletter, presentations, tradeshow presence, facebook to ensure appropriate and timely messaging and corporate strategies are effectively executed and reported on.

10. Create comprehensive and effective communication strategies to mitigate risk and ensure project success.
11. Create, design, maintain and update information on the Corporate website.
12. Execute the timely responses to relevant publications, public statement and concerns about the services provided by the corporation.
13. Measure, report and adjust communication activities based on outcomes.
14. Develop materials to educate staff on communications practices.
15. Consult with executive management to develop effective communication policies and procedures for various crisis.
16. Any other duty, within the scope of the position, assigned by the Board of Directors and the Chief Executive Officer.

Qualification and Experience

- Bachelor's Degree in Communication, Business, Marketing or a related discipline
- Ten (10) years' experience in a similar position.

Required Skills and Knowledge

- Excellent understanding of the company's objectives and pro-activeness in generating new ideas for effective communication of those objectives.
- Excellent written and verbal communication skills
- Must be able to function well in a fast-paced environment
- Strong leadership qualities and the ability to successfully complete projects.
- Proficient in the use of Microsoft Word, PowerPoint, Excel and Publisher.
- Must have exceptional interpersonal and networking skills.
- Must be highly detail oriented
- Excellent listener and a good observer.
- Must be able to think outside of the box and react quickly.
- Strong media networking and connection.

Working Conditions

Must be willing to work outside of normal working hours and be willing to travel to other regions.