

Communications Specialist

Communications Unit · Castries, LC

Communications Officer

About the OECS

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

Job Summary:

Reporting to the Head, Communications Unit the Communications Officer leads the visibility, awareness, education and learning objectives of the OECS and USAID Opportunities to Advance and Support Youth for Success (OASYS) project and extend similar services to other selected projects and programmes in the Social Inclusion Social Protection (SISP) Unit.

Working closely with the Graphics Artist, Webmaster and Events Specialist the Communications Officer will prepare articles and multi-media content for the media, website, social media and targeted dissemination through the organisation's Client relationship Management (CRM) system.

More specifically, the Communications Specialist will be responsible for the following tasks:

More specifically, the Communications Officer will be expected to:

- Lead the development and implementation of OASYS Communications Strategy and Plan
- Oversee or carry out the design, production, distribution and dissemination of audio-visual products and materials associated with the implementation of activities undertaken under the relevant programmes or projects.
- Coordinate and carry out the publication and/or distribution of information/knowledge documents (brochures, press releases, feature stories and other public awareness materials) through traditional and non-traditional channels associated with the promotion of the goals of the project and in support of the various activities undertaken.
- Review and edit communications content and material to ensure they meet established communications standards and OECS and USAID branding guidelines
- Work closely with OASYS' sub-grantees to ensure adequate visibility of their contribution/deliverables.
- Lead and contribute to the planning and delivery of project events such as summits, media sensitization sessions, workshops, exhibitions, tours, demonstrations, and other grassroots events.
- Facilitate mobilization in communities and Member States in relation to all aspects of the Project.
- Develop, maintain, and leverage constructive and durable relationships with key media, journalists, stakeholder contacts and complementary initiatives.

- Prepare analytical and qualitative communication reports in relation to established goals related to the OASYS project and SISP unit communications
- Contribute to OASYS quarterly and yearly reports and provide any proofreading support as needed.
- Support the facilitation of dialogue among project stakeholders and increase staff awareness and participation in the OASYS project and SISP unit activities.
- Host live events, press briefings and media conferences.
- Perform other related duties as may be required by the Head of Communications.

Experience and Knowledge:

- A university first degree in Public Relations, Marketing, Communications, or a related field.
- A minimum of five (5) years proven experience in a communication or marketing role
- Knowledge of Adobe Photoshop InDesign and Illustrator is an asset
- Strong project management skills.
- Experience in researching and analyzing trends in media, social media, and the web Proven project management skills.
- Proven experience in delivering Communication programmes from inception to completion
- Ability to negotiate and influence at a senior level
- Excellent written and verbal communication skills
- Experience dealing with complex technical issues
- Excellent attention to detail
- A proactive approach to work

Terms of Appointment

Job Location

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Communications Specialist is open to nationals of OECS Member States and is stationed at the OECS Commission headquarters.

All nationals of the OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe** are encouraged to apply.

Benefits

The position is on a fixed-term establishment. Salary will be commensurate with qualifications and experience, and exempt from income taxes. In addition to the basic salary, this post attracts allowances.

The incumbent will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme.

The deadline for all submissions is **Friday 18th August 2023**.

Only applications under consideration will be acknowledged.

Apply for This Job