



BANK of ZAMBIA

EMPLOYMENT OPPORTUNITIES

Bank of Zambia, an equal opportunity employer invites applications from suitably qualified Zambians to apply for the following vacant positions:

BOARD SERVICES DEPARTMENT

1.0 MANAGER – STRATEGIC COMMUNICATIONS (HO) (1 POST) GRADE: BOZ 6

Job Purpose

Strengthens the Banks image by devising effective communication strategies for priority issues and to entrench the corporate brand.

Main Accountabilities

1. Implement the Communications Policy and Guidelines through the development of strategies to address targeted strategic and operational business objectives.
2. Implement initiatives under the Bank's Strategic Plans that require the Communications function.
3. Track and analyse news in the media in order to understand significant trends that impact the organization's image/reputation and to identify issues for escalation to the Executive and Senior Management to inform decision making.
4. Track the publication of the Annual Report and all other Bank publications as well as influence plain language usage for ease of dissemination.
5. Participate in supporting the communication needs of the Monetary Policy Committee meeting, including the release of its decisions.
6. Arrange focused interactions with targeted groups including Chambers of Commerce, Farmers, MP's, students and other stakeholders through meetings, seminars, workshops, conferences etc. to share information on key areas of the Bank's operations.
7. Elevate stakeholders understanding of the Bank's role through translation of disseminated information into local languages with a view to achieve greater impact and reach wider audiences.
8. Proactively identify areas of the Bank's operations that require public understanding or appreciation and recommend appropriate communication strategies as well as to assist other departments conduct effective information dissemination campaigns like financial literacy, clean note policy dissemination etc.
9. Develop and implement a Crisis Management Strategy, in response to internal or external pressures, to ensure timely and appropriate responses to minimise damage control.
10. Contribute articles to in-house publications like the Zambanker and on-line publications.

11. Periodically conduct surveys to assess the effectiveness of the Bank's communication strategies both internally and externally.
12. Review the Bank's Corporate Identity Document and participate in enforcing the Bank-wide usage in order to promote the Bank's corporate brand.
13. Produce or edit publications or articles for special assignments, projects or exhibitions or as requested.

Qualifications and Experience

- MBA/MSc/MA in Mass Communication/ Social Sciences or equivalent with 5 years' relevant experience
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better, including English & Mathematics)
- Knowledge in Economics will be an added advantage

Key Knowledge & Attributes

- Excellent speaking and writing skills
- Excellent communication skills
- Listening skills, understanding and interpreting trends
- Analytical abilities
- Good interpersonal skills and team worker
- Innovative and creative
- Ethical and socially responsible
- Organising skills
- Client Orientation and accountability
- Excellent presentation skills
- Negotiation skills
- Crisis Management skills
- Research skills
- Knowledge about the Institution

CONDITIONS OF SERVICE

Bank of Zambia Conditions of Service will apply. Please note that all the positions are on Fixed Term Contract of Employment for three (3) years and renewable subject to good performance.

Only candidates who meet the above role specifications should apply enclosing their detailed curriculum vitae and certified photocopies of certificates to the undersigned not later than Thursday, 17th August, 2017. For more information, visit: www.boz.zm.

Women are encouraged to apply. Only shortlisted candidates will be contacted.

**Director – Human Resources
Bank of Zambia
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Lusaka**