

GUYANA OFFICE FOR INVESTMENT (GO-Invest)

VACANCY

Applications are invited from suitably qualified persons to fill the position of **PUBLIC RELATIONS OFFICER** at the Guyana Office for Investment (GO-Invest).

Responsibilities

1. To create and sustain a positive image for GO-Invest by developing and implementing deliberate strategies and work plans aimed at promoting trustworthy and mutually favourable relationships between the Agency and its stakeholders.
2. To establish a system of two-way internal communications between all levels of GO-Invest's staff in order to keep them current with issues relevant to the operations of the Agency.
3. Establish new and maintain existing communication links with all media agencies/representatives/facilities.
4. Preparation and issuance of all Press Releases.
5. Arranging and coordinating Media Conferences/Briefings.
6. Coordinating of media representation for all GO-Invest press-worthy events.
7. Following up with all Media Houses/Journalists to ensure that the activities of GO-Invest receive optimum publicity.
8. Addressing the actual and perceived communication needs of GO-Invest, including management and maintenance of the Agency's website and social media platforms.
9. Liaising with Media Operatives on matters which are pertinent to GO-Invest.
10. Monitoring the media for publications that are germane to GO-Invest and responding accordingly based on consultations with Management.
11. Providing accurate information in response to media queries.
12. Advising the Management on two-way consultations with key stakeholders towards

consensus building.

13. Production of Newsletters/Brochures/flyers/pamphlets.

14. Assisting with the development and implementation of Public Relations, Awareness and Communication Strategies.

15. Accompanying the Superiors at pertinent meetings with key stakeholders and preparing reports accordingly.

Requirements

- Degree in Public Relations, Communications or related discipline from a recognized institution with at least five (5) years of relevant working experience
- Diploma in Public Relations, Communications or related discipline from a recognized institution with at least five (5) years of relevant working experience
- Must possess skills in using Microsoft Office Suite (including Word, Excel, PowerPoint etc.
- Knowledge of Word Press and Graphic Design Softwares would be an asset.

Remuneration

GO-Invest offers an exciting and competitive package based on qualification and experience.

Applications must include a Cover Letter, Detailed Curriculum Vitae along with two (2) references, one (1) of which must be from the most recent employer and should be submitted no later than **Friday, February 24th, 2017** to the:

Chief Executive Officer

Guyana Office for Investment

190 Camp & Church Streets

Georgetown.