



REPUBLIC OF LIBERIA

LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road
Monrovia Liberia



VACANCY ANNOUNCEMENT: CORPORATE COMMUNICATION OFFICER

The Liberia Special Economic Zone Authority (LSEZA) is mandated to promote, regulate, and develop Special Economic Zones (SEZs) in Liberia. SEZs are designated areas with specific economic regulations that differ from or are more favorable than those elsewhere in the country.

Against this background, the Liberia Special Economic Zones Authority (LSEZA) is seeking applications from qualified individuals for the position of **Corporate Communications Officer** in line with the Corporate Communication Manager who will manage the Authority's corporate communications. Their duties include writing and distributing corporate communication materials, advising management on publicity activities and serving as the company's point of contact with the media.

DUTIES AND RESPONSIBILITIES

The Corporate Communications Officer will be responsible for:

- Performing market research and analyzing the Authority's audience and its needs.
- Working with the Corporate Communications Manager to create and plan public relations strategies and campaigns to enhance brand image and voice.
- Writing publicity content such as press releases, newsletters, speeches, website copy and leaflets.
- Creating and maintaining a robust relationship with the media to promote the Authority's image.
- Coordinating promotional events and attending news conferences, press launches and exhibitions.
- Monitoring and responding to feedback from the media and the public about the Authority on traditional and digital channels.
- Recording media coverage and measuring impact of publicity campaigns on audience engagement.
- Developing and disseminating public relations materials that increase visibility among stakeholders and lawmakers.
- Ensuring that digital marketing content aligns with the Authority's brand identity and message

QUALIFICATIONS

- A minimum period of two (2) years relevant work experience at senior level.
- Bachelor Degree in Communication, Public Relations, Public Administration or related Field
- Proficiency in computer applications.

KNOWLEDGE AND SKILLS

- Content writing experience for all media platforms.
- Excellent writing and presentation skills in English; demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively, proven ability to work in a collaborative and multi-stakeholder team environment
- Must have a demonstrative ability to initiate, plan, and complete long-range tasks.
- Must be able to work with and manage a broad variety of staff to foster consensus and lead change
- Must be able to handle multiple competing priorities and meet deadlines
- Excellent interpersonal skills and ability to work with and build teams.

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- Excellent working knowledge in soft skills (Microsoft Word, Excel, Power Point, Access).
- Ability to make sound decision using established policies
- Ability to review and manage other's work and ability to work under pressure
- Ability to perform a variety of required computer application skills to effectively coordinate and organize a multitude of tasks required.
- Ability to expedite and effectively manage a large volume of records.
- Possess strong appreciation for team work Ability to communicate effectively both orally and writing.
- Ability to navigate politically sensitive situations.
- Ability to take initiative to work independently and the general public
- Ability to handle sensitive information with discretion.
- Excellent verbal and written communication skills.

HOW TO APPLY

Complete application package must be submitted no later than April 28th, 2025, at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;
2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be sent via soft or hard copy and addressed to:

**The Manager, Human Resources & Administration
Liberia Special Economic Zones Authority
VP Road, Old Road
Monrovia, Liberia**

Or by Email: hr@liberiaseza.gov.lr with the job title as Subject