



VACANCY NOTICE

JOB TITLE: Corporate Communications Officer
DEPARTMENT: Corporate Communications
REPORTS TO: Corporate Communications Manager

The Water & Sewerage Company Inc. (WASCO) presents an exciting opportunity to join our dynamic team as a **Corporate Communications Officer**.

The successful candidate will play a crucial role in shaping our brand's image and reputation through strategic communication and engagement.

Key Responsibilities and Deliverables

- Implement internal communication strategies and initiatives as well as community engagements in WASCO's southern region.
- Maintain internal communications with employees via the creation of internal newsletters, announcements, and updates, ensuring consistency, cohesiveness and clarity in internal messaging while maintaining brand integrity.
- Manage and update content on the company's internal portal, particularly internal sensitization campaigns.
- Collaborate closely with the Human Resources Department and other departments to provide communication support for staff related activities, and national and global observances.
- Promote campaigns that reinforce company culture and values among employees.
- Handle internal communications during crises, ensuring employees stay informed and updated.
- Maintain a rapport with community liaison officers, constituency council leaders and/or the appropriate authorities to facilitate community emergency town hall meetings from Dennery to Canaries.
- Collaborate closely with the management and supervisory staff from the Company's Vieux-Fort and Soufriere branches as well as other departments, to ensure a coordinated effort when holding general public sensitization meetings in the respective communities.
- Contribute to the development of the overall communication strategy with a focus on respective audiences.
- Ensure consistent messaging across all platforms and that all designs for WASCO-related visual content and promotional paraphernalia align with the company's brand guidelines and standardized material.



Required Knowledge, Skills & Abilities

- Practical knowledge of Microsoft Office Suite and graphics preparation for online and print purposes
- Excellent interpersonal, team building and customer service skills; tact and diplomacy
- Confident communicator and presenter with strong writing, editing, and proofreading skills
- Sound judgment and decision making ability
- Ability to handle sensitive issues and maintain confidentiality
- Superior project and time management skills
- Strong knowledge and understanding of current trends in digital/social media
- Self-motivated with a positive and professional approach to management
- Ability to remain calm and function efficiently in crisis situations
- Availability to work after normal working hours, on weekends and holidays whenever necessary or required
- Availability to hold community town hall meetings for the purposes of public education and sensitization
- Ability to speak fluent English and Creole

The candidate must own a personal vehicle and a valid Driver's License as this is a travelling post.

Qualifications and Experience

This position requires a Bachelor's Degree in Communication, Marketing, Media or Public Relations with at least five (5) years of relevant experience.

Remuneration

Salary shall be commensurate with the successful applicant's qualifications and experience.

Application letters, along with full curriculum vitae, named references and certified copies of certificates should be submitted under confidential cover to:

Human Resource Manager
Water & Sewerage Company Inc. (WASCO)
P.O. Box 1481
L'Anse Road, Castries.

Or via email to hr@wascosaintlucia.com

Deadline for submission is Thursday October 31st, 2024



Please note that unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. WASCO reserves the right to shortlist only those candidates with the best qualifications and experience.