

TEFON HUMAN RESOURCES Sarl Vacancy announcement

Job Purpose/Summary

The **Communications Specialist** is accountable for Corporate Communications and reputational issues linked to the company and the Group including the Company's visual identity. Under Corporate Communications, she/he undersees media relations, internal and external communications, crisis communication; Reputation management will require more attention on maintaining Company and Group good image inside and outside the business. This goes with production of quality information to be shared both with internal and external stakeholders. The resource must be able to write projects and summary outlines of projects under Communication, write, translate, and edit documents for/from internal and external communications in English, can perform light videoing and photography of activities in and around the company. She/he organizes and co-facilitates all the corporate activities in the company and their outcomes. It is a mainstreaming function to support all departments' communication activities.

Main Mission/Result Area

PRIMARY ACCOUNTABILITIES

- Update Communication Policy when need be.
- Elaborate, submit, and execute approved annual communication plan.
- Web-intranet administration: In collaboration with IT Department, create and update content in Company's intranet following the Group structure and graphic design guidelines.
- Support all departments to produce communication material in respect of Group graphic design guidelines.
- Administer the visual identity in supporting design of all supports holding Company's/Group's logo (signed boards onshore and offshore, banners, business cards and works needing logos).

- Plan and execute Internal and external communications: (company Magazine editorial, content collection and magazine visual design, production of speeches, production of articles as per Group needs for Group Magazine, CSR reports).
- Coordinate media relations (production of fact sheets for media for Social Investments projects equipment handover; selection of homologated press for media coverage of Company events, working on scripts before public reportages and article publication with TVs and newspapers agencies).
- Support CSR in production of periodic reports to society.
- Perform light videoing and photography of activities in and around the company.
- Safeguard reputation through issues identification, analysis, and Reputation risks matrix.
- Coordinate the End of year gifts, diaries, greeting cards, timely ordering, and distribution, following the ethics and compliance requirements.
- Event Management (end of year parties, Medal award ceremonies and other ceremonies)

HSSE Accountabilities

- Participate in all HSSE intervention schemes with communication needs and awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Company HSSE culture and performance.
- Understand the company's emergency procedure and the related requirements

The incumbent may perform other related duties as assigned.

Key Challenges

- Coordinate projects involving different subject matter experts and different disciplines/vendors.
- Multi-tasking and autonomy: able to manage different activities, projects/tasks at the same time and without supervision.
- Build and maintain good relationships with internal and external stakeholders.
- Ethics and Compliance

Competence & Requirements

- A University degree in Corporate Communications or Mass Communication but Journalism or any other communication related degree may be accepted.
- At least five consistent years of working experience in the domain of corporate communication.
- Ability to write, translate and edit documents for/from internal and external communications in both English and French.
- Ability to write projects and summary outlines of projects under Communication in English.
- Ability to prioritise & work under time pressure.
- Skills in web design and administration.
- Skills in visual design.
- Stakeholder management experience.
- Communication planning.
- Fluent in English & French with excellent writing skills

All interested candidates should submit a CV and cover letter

to: tefonhr@tefonservices.com / www.tefonservices.com / latest 8th October 2023

