



## **CENTRAL BANK OF LESOTHO**

### **ADVERTISEMENT**

Applications are invited from suitably qualified Lesotho Nationals to fill the position of **Public Relations Officer** in the Public Relations Division of the Department of Corporate Affairs.

Reporting directly to Section Head, Public Relations Division, the incumbent will perform the following duties and responsibilities:

- Coordinate and prepare press conferences, briefings and interviews by the Bank leadership and mandated personnel;
- Provide public information support to the Division, in order to promote timely and proactive responses to negative or inaccurate media coverage on the Bank;
- Promote internal communications activities to inform all structures of the Bank on key issues, and provide advice and assistance, as required;
- Assist in the innovations, oversight and content management of all bank online components, including the Bank website, intranet and other digital media initiatives;
- Assist in supporting specific external relations and outreach activities, as required;
- Assist in the day-to-day operations of the Public Relations Division, including participation in the coordination of its substantive and administrative activities.

#### **Qualifications**

- A University degree in Communications, Public Relations, or related fields.

#### **WORK EXPERIENCE**

- A **maximum** of two years of progressively responsible experience in a similar position.

#### **COMPETENCIES**

- Good communication skills
- Ability to work in a team
- Fluency in English and Sesotho (both written and oral) is required
- Proficiency in Microsoft Tools is desirable; proficiency in database management systems and multimedia website management, specifically with web-based distribution protocol (FTP, HTTP) is desirable.

Letters of application with certified copies of certificate/s, transcripts for qualifications, detailed curriculum vitae and letters from two referees should be addressed to:

Senior Manager – Recruitment and Training  
Central Bank of Lesotho  
P.O. Box 1184  
**MASERU 100**

**Closing date: Friday, 23 December 2011**

**Only short-listed candidates will be responded to.**