



CAREER OPPORTUNITY

Senior Communications Officer

The Senior Communications Officer is responsible for providing comprehensive support to the Corporate Communications Manager. This includes but is not limited to, the development, implementation, and evaluation of communication strategies, policies, and procedures designed to enhance the Commission's brand and public awareness among all stakeholders.

Key Responsibilities

- **Operational**

- Creatively and professionally develop, write or review media content, internal communique, publications, advertisements, or press releases for mass audiences, targeted groups, or priority stakeholders.
- Demonstrate in-depth insight into news and current affairs, particularly as they relate to the gambling and gaming industry and the Commission's primary stakeholders as outlined in the Act.
- Conduct analytical research backed by credible sources to inform the preparation of media or communication releases.
- Act as a key liaison between the GCC and stakeholders including employees, partners and the public.
- Assist with the preparation of presentations and speeches for various audiences or on behalf of senior executives.
- Develop and revise a series of FAQs, templated responses and auto response systems tailored to the Commission's needs.

- **Strategic**

- Assists with the design and/or review of the Commission's draft or final strategic plan or portions thereof.
- Review and identify changes in existing communication policies and propose modifications to support the future growth and development of the Corporate Communications Department.
- Identify and communicate the urgent and practical needs of the Corporate Communications Department to support budget allocations each year.

- **People**

- Provides technical guidance and support to team members
- Collaborates effectively with other departments to ensure seamless IT integration with their operations.

- **Reporting**

- Develop and manage an interactive task tracker for the Corporate Communications Department.
- Provide verbal and/or written communication briefs to inform the Corporate Communications Manager of any external or internal news that may impact decision-making or business processes.

Qualifications and Experience

- Bachelor's degree in Communications, Public Relations, Marketing or a related field from a recognised institution.
- Certificate in basic Graphic Design, Social Media Marketing, Digital Marketing or a similar skill.
- Minimum of five (5) years' experience in Communications, Public Relations or Marketing.
- Experience handling sensitive situations and mitigating reputational risks.
- Supervisory experience would be an asset.
- Experience in industries that implement national regulations would be considered an asset.

Interested Applicants can submit their resumes to: vacancies@gcctt.org