



## **POST PROFILE**

### **POSITION: INFORMATION OFFICER GRADE 8**

#### **POSITION IN THE ORGANISATION**

The Information Officer Grade 8 serves under the Division Research and Information Services and reports to the Senior Information Officer Grade 7. The incumbent to the post has regular direct contact with Members of Parliament and the Management staff on matters pertaining to the work of the division.

#### **Generic Job Description**

The job category includes personnel involved at operational levels with the acting as a representative of Namibia by undertaking, inter alia, actions towards the preservation of a proper and desirable image of Namibia, as well as good relations between Namibia and foreign countries; the analysis and evaluation of developments on political and other terrains and to recommend/execute actions with a view towards policy formulations/execution in respect of foreign relations, goals and strategies of a political and informative nature and other related thereto; writing of articles, brochures and other pieces which, inter alia, refer to prevailing policies in Namibia and international questions in order to improve the understanding of Namibia's problems and points of view ; and collecting, selection, processing and classification of publicity material with a view to reporting and provisioning of comments on subjects, conditions and occurrences by means of one or other communication media.

The level includes personnel who independently performs activities described above and may supervise support staff where necessary.

#### **Main duties of the job**

- Design posters, programmes, reports and other promotional material for the Institution;
- Carry out primary and secondary research services for the Division;
- Photographing and archiving all official events at Parliament;

- Contribute to articles and produce photographs for publication in the Parliament Journal;
- Participate and provide guidance at phot exhibitions of Parliament;
- Arrange and coordinate image boosting exhibitions for Parliament, attend and manage Parliament exhibition stands at trade shows / fairs;
- Responsible for the drafting of annual reports and in-house publications;
- Responding to research queries from Members of Parliament and staff of the National Council;
- Build up a photo archive collection for the National Council;
- Updating Parliament's photo album regularly;
- Take minutes of Division's
- Compile the Division's monthly information reports;
- Conduct information and educational tours for various stakeholders at Parliament;
- Observe and promote sound interaction and good working relations with colleagues in the Divisions;
- Assist in the design of special training programs for the staff in the division;
- Identifies, establishes and maintains links with professional institutions in related fields for networking;
- Conduct research on a given topic requested by a Member, especially Members of various Parliamentary Standing Committees in a timely, impartial and confidential manner;
- Carry out any work related tasks delegated by the supervisor.

Personal attributes:

He/she must possess excellent written communication, one-on-one verbal communication, group platform skills, and public speaking. He/she must be friendly and approachable to build an effective relationship between the team, which will help him get timely updates and take up crucial decisions.

#### **Knowledge of Appropriate Legislations:**

- He/she must be versed with Government Communication Strategy;
- He/she should be technically proficient and digitally savvy in using social media platforms, analytics software, and web application technologies. They should have strong leadership, organizational, and problem-solving skills for managing a wide range of media contacts and campaigns at once.
- Public Service Act, Public Service Staff Rules, Public Service Regulations, Public Procurement Act, State Finance Act and other relevant Legislations, Rules and Regulations.