

MINISTRY OF HEALTH AND QUALITY OF LIFE

1. In the context of the implementation of the Bloomberg Project 'Enforcement of SmokeFree Tobacco Regulations in Mauritius', funded by the International Union Against Tuberculosis and Lung Diseases, France, applications are invited for the position of a **Communications Officer**.

2. **Qualifications:**

Candidate should possess a degree in Communications or related fields.

3. **Profile of Candidate:**

- at least 3 years experience in communications, ideally in a marketing/advertising agency or television/radio industry
- knowledge of media buying and experience working on media campaigns for private or public sector
- excellent project management skills

4. **Job Description**

The Communications Officer will work under the supervision of the Ministry of Health and Quality of Life and partners for a period of 4 months to implement a mass media campaign from start to completion. He/she will be responsible for coordinating different aspects of the campaign, including:

- engaging with media agency to develop a media plan
- overseeing media plan execution within stipulated time period
- carrying documentation work for media productions under the Bloomberg Initiative
- participating in the conception, design and development of communication materials
- preparing media plans for the TV and Radios
- liaising with partner agencies for the implementation of media activities
- reporting on campaign delivery
- coordinating media campaign launch
- monitoring and evaluation

As the work involves liaising directly with media planners and agencies in order to deploy, maintain, troubleshoot, and optimize the campaign, a familiarity with all these areas will be preferred.

5. **Timeline**

The Communications Officer should be available to take up the assignment in August 2010 and thereafter for a period of 4 months.

Remuneration

6. An all-inclusive negotiable package of not less than Rs 30,000, depending on qualifications and experience will be paid to the Communications Officer.

7. Applications should be submitted by post to the following address: Supervising Officer, Ministry of Health and Quality of Life, 5th Floor, Emmanuel Anquetil Building, Port Louis or by email to dgaoneadree@mail.gov.mu by **6 August, 2010**. Candidates should mention "Communications Officer – Bloomberg Project" on the top right-hand side of the envelope.

8. The Ministry reserves the right not to make any appointment following this advertisement.