

THE PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY

Applications are invited from suitably qualified candidates for the following position within the University:

VICE CHANCELLOR'S DEPARTMENT

DIRECTOR – PUBLIC RELATIONS OFFICE

Reporting directly to the Vice Chancellor, the Director of Public Relations will be responsible for managing the public perception of the University through the development of marketing and communication strategies, planned and sustained publicity, responding to crises and setbacks, overseeing a team of diverse communications roles and ensuring that information released is consistent with the strategy at large. The incumbent will provide professional advice and management of all media and public relations issues for the University.

Primary accountabilities include:

- Developing a cohesive communications strategy for the University
- Projecting a positive image of the University to the public
- Assembling and overseeing a diversely skilled communications team.
- Maintaining an awareness of University risks and threats.
- Crisis management and preemptive planning.
- Ensure the timely production of the University official publications.
- Coordinate the Huon Seminar
- Initiate and facilitate activities of the Papua New Guinea University of Technology Alumni Office
- Assist in arrangements of other activities or ceremonies that involve the marketing of the University's image such as independence celebrations, Open Day, Morobe Show, etc.
- Assist and take lead in organizing important events that involve the university.
- Ensure information that goes out in the media about the university is fair and vetted by the Vice Chancellor.
- Ensure that important visitors (partners) of the university are accorded proper reception.
- Attend other duties as required and directed by the Vice Chancellor.

The position directly reports to the Vice Chancellor and the successful candidate is required to possess a degree in Journalism and management. He/she must have at least 5 years of relevant experience in a similar environment, be computer literate with application of various publication software.

He/she should take initiative, be creative and have leadership skills with vast knowledge in public relations and media activities including marketing and event management. Preferably between the ages of 35-45 years with high standard of oral and written communication skills, must be matured, able to meet deadlines, work under pressure and be flexible and have an adaptable approach to problems.

SALARY:

Senior Assistant Registrar (I/II): K51,978 - K72,673 per annum

Domestic Market Allowance: K8,681 - K16,026 per annum

(Level of appointment depends upon qualification and experience)

Application Procedure:

Detailed application with updated curriculum vitae including certified copies of qualifications, names and addresses preferably email addresses and phone numbers of three (3) current referees including one from past/present employer, should be sent to:

The Executive Director - Human Resources

PNG University of Technology

Private Mail Bag

LAE, 411

Morobe Province

Applicants are encouraged to email all applications in **one pdf file** to recruitment@pnguot.ac.pg with an indication of their earliest availability to take up the appointment.

PLEASE NOTE:

- Deadline for all applications is on **Friday 25th August 2023 4:06pm**
- ONLY SHORTLISTED APPLICATIONS WILL BE CONTACTED.