



# Millennium Development Authority (MiDA)

## Employment Opportunity

The Millennium Development Authority (MiDA) set up by the Millennium Development Authority Act, 702 and 709, 2006, to oversee the implementation of the \$547.1 million Compact between the Government of Ghana and the Millennium Challenge Corporation (MCC) on behalf of the US Government, for the reduction of poverty through modernisation of agriculture in 30 districts selected from the North, Afram Basin and South of Ghana, has a vacancy for the position of:

### 1. Publications & Website Officer

#### Job Purpose

Collate all relevant information about the MCA Ghana Program for publication and manage the website to inform the general public in line with the objectives of the Compact.

#### Principal Accountabilities

- Contribute to the development and implementation of MiDA's on-line communication strategy and also ensure the quality of the website's content and visibility, including responding to enquiries and frequently asked questions (FAQs)
- Coordinate the content of MiDA's website including publication of all project-related products and production of weekly news updates and monthly newsletters.
- Source for, collate and manage content from all internal stakeholders and ensure all MiDA activities are speedily posted on the website.
- Ensure that the website is up to date, lively and has distinctive and engaging content.
- Initiate the production of documents, brochures, flyers and leaflets

#### Educational/Professional Qualifications, Experience & Skills Requirement

- A university degree or equivalent in Communications, Publishing and/or Information Management.
- At least 5 years relevant experience in Communications and/or Information Management.
- Good knowledge of web tools including Desktop Publishing and Content Management.
- Experience in conceptualizing, designing and implementing on-line communication campaigns
- Experience of working in an information centre/research service or a media house.
- Good drafting and writing skills in English.
- Good interpersonal and communication skills.
- Capacity to structure and understand technical information.
- Good sense of initiative, reliability and a willingness to accept extra responsibilities.

#### **Mode of Application**

To receive consideration, applicants should apply **On-Line**, attaching to their application letter their curriculum vitae of not more than four (4) A4-size pages with three professional references, contact phone number(s) and e-mail address (es) by which they can easily be reached.

**Applications should be mailed to [jobcode57@mida.gov.gh](mailto:jobcode57@mida.gov.gh). No hard copy applications will be accepted.**

**Applications must be received in the e-mail box no later than midnight of 28<sup>th</sup> March 2010**

Applications will be treated with the strictest confidentiality. Telephone and fax enquiries on submitted applications will not be entertained.

**Only applicants selected for interviews will be contacted.**

Information regarding this job advertisement, the Millennium Development Authority (MiDA) and specific details on the Ghana Compact is available at [www.mida.gov.gh](http://www.mida.gov.gh).