

Millennium Development Authority (MiDA)

Employment Opportunities

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 vacancies for the following positions:

1. COMMUNITY & PUBLIC OUTREACH DIRECTOR

Job Purpose

Provide communications support with emphasis on coordinating, updating and informing relevant audiences in both the public and private sectors with news on Project Activities of the MCA Ghana Program.

Principal Accountabilities

- Design and execute an annual Communications Plan, highlighting Monthly, Quarterly and Annual Media Schedules to ensure significant exposure of the MCA Ghana Program's Activities, through the MiDA Website and Selected Media.
- Update Budgets and Work Plans on a quarterly basis.
- Develop and implement Annual Plans for District Advisory Committee (DAC) Meetings and ensure that ZAC Reports are posted on the MiDA Website regularly.
- Develop and maintain information packages, including publication of Newsletters, Feature Articles and Documentaries to highlight the progress of the MCA Ghana Program's Agriculture Transformation Project and its benefits to farming Communities.
- Establish an effective liaison with Media Houses and relevant Creative Organisations to facilitate information development, dissemination and regular Media encounters.
- Manage Government/MiDA relations by building and maintaining a good network of contacts with key Government and public Officials.
- Manage MiDA's external advocacy and corporate branding activities to project a good public image for the Authority.
- Establish Procedures for handling Public Enquiries and Complaints.
- Ensure that the content of the MiDA Website is kept up to date.

Educational/Professional Qualifications, Experience & Skills

This position demands a dynamic and proactive personality, with the proven ability to prioritize key communication issues and manage them for the benefit of MiDA and key stakeholders.

- A Degree or Post Graduate Degree in Communications or the Social Sciences.
- At least ten (10) years of relevant professional working experience in Community Relations and Corporate Communications Management.
- Conversant with Ghana's media landscape.
- Must have strong people management skills and proven ability to relate to professional service providers.
- Excellent communication skills, both in oral presentations and in writing.

Mode of Application

To receive consideration, applicants should apply **On-Line**, attaching to their application letter (i) 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, (ii) one A4 size write-up of their vision and anticipated challenges of the position being applied for and how their experience and education would assist them to meet the challenges.

Applications should be mailed to jobcode54@mida.gov.gh. No hard copy applications will be accepted.

Applications must be received in the e-mail box no later than midnight of [27th September 2009](#)

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.