



TEACHERS SAVINGS AND LOAN SOCIETY LIMITED, THE LARGEST SAVINGS & LOAN SOCIETY IN PNG & THE PACIFIC, INVITES APPLICATIONS FOR THE FOLLOWING POSITIONS:

COMMUNICATION & CORPORATE AFFAIRS SPECIALIST

We are seeking to recruit a Communication & Corporate Affairs Specialist for our Marketing and Media Relations Department. Reporting to the Manager, Sales & Marketing. The successful incumbent will be responsible for the public relations and corporate branding of the Society's products and services to the members and the general public.

Key Accountabilities:

- Initiating and planning public relations campaigns: defining goals, analyzing problems and opportunities, liaising with management and clients (internal & external).
- Writing and editing press releases, in-house newsletters, speeches, articles, and annual reports.
- Maintaining and updating information on an organization's website.
- Using corporate advertising to maintain an organization's identity, name, and reputation.
- Preparing and supervising the production of publicity brochures, handouts, promotional videos, photographs, films, and multimedia programs.
- Answering enquiries from individuals, journalists, and other organizations.
- Speaking in public at presentations, press conferences, radio & TV interviews, and meetings.
- Developing and maintaining good working relations and networking with the media, including local and national newspapers, magazines, radios, and television.
- Organizing special events such as press conferences, exhibitions, open days, tours, competitions, sponsorship, and AGM for the Society.
- Fostering Community Relations through events such as open days and through involvement in community activities.
- Taking Minutes for all Society's General Meetings.
- New product development.
- Organize Marketing Training.
- Developing Marketing Reports.
- Create market research and surveys.
- Design and create Business Cards
- Control, monitor and order promotional items (Merchandise Products)
- Other duties as delegated by the Manager – Sales & Marketing and Senior Management.

Key Qualification, Experience & Requirement:

- Degree/Diploma in Sales & Marketing or Journalism with proven experience in the Public Relations Industry.
- 2-3 years relevant sales experience in Marketing/Sales or PR service industry
- Excellent communication skills both verbal & written.
- Good analytical skills.
- Interpersonal skills to build and maintain relationships at all levels.
- Ability to deliver by planning work and setting targets for achievement.
- Good organizational and people management skills.
- Must be highly computer literate in a range of MS applications.
- Creative and open to new ideas.



- Adaptable and willing to learn new techniques.

If interested, please submit your Expression of Interest, Updated Resume, copies of your Educational Qualification, References, valid Police Clearance and Medical Report to;

The Head of Human Resources
Teachers Savings & Loans Society
PO Box 319, Waigani National Capital District
Email: TISA.Recruitment@tisa.com.pg

Only shortlisted applicants will be contacted

Applications close at 4pm, Friday, 24 March 2023
