



Internal Advert

Public Relations & Marketing Officer X 1

Applications are invited from suitably qualified persons for the above position.

Job Purpose

To implement marketing and media relations, communication plans and programs to support administration office in order to achieve NAC Zambia Strategic Objectives in support of the new income generation initiatives as well as promote the image of the church in line with the mission and vision of the church.

Main Duties:

- To provide an effective visual and audio coverage for church interventions and District Apostle divine services
- To generate content for the New Apostolic Church TV programs
- Prepare monthly reports on both PR and Marketing
- To execute income generation programs and projects in order to achieve set targets
- To carry out surveys to identify income generation opportunities and prepare business plans for approval.

Qualifications

1. Grade 12 school certificate
2. Diploma in Journalism or its equivalent
3. Member of Zambia Public Relations Association
4. Minimum of 3 years' experience.
5. Knowledge of the New Apostolic Church and its processes and procedures will be a definite advantage.

Other skills and attributes

1. Performance oriented to meeting deadlines, teamwork, honesty and high levels of integrity, good interpersonal and communications skills;
2. Self-motivated, creative with excellent camera handling skills, should be able to handle Canon, Sony video cameras and should be well conversant with video editing software such as Adobe premiere pro, final cut or pinnacle and Audio editing software such as Adobe audition.
3. Customer service skills
4. Must be willing to work long hours

The successful candidate will report to the Head – Public Relations & Income Generation. Applications together with a detailed CV and copies of relevant documents and three referees with day time contact telephone numbers should be addressed to:

The Manager Administration
New Apostolic Church
P.O Box 31761, Lusaka.

Info@nacam.org.zm

Closing date: Friday, October 13, 2017

P.S: only short-listed candidates will be contacted for interviews