



# HEALTH PROFESSIONS AUTHORITY ZIMBABWE

## VACANCY

The Health Professions Authority Zimbabwe (HPA) is the apex health regulatory body in Zimbabwe whose mandate is to coordinate the functions and operations of all health professions councils in Zimbabwe, entertain appeals that relate to the same councils, while also inspecting, registering and regulating all health service providing institutions in Zimbabwe. The following vacancy has arisen in the Authority:

## PUBLIC RELATIONS OFFICER

The Public Relations Officer will report to the **Public Relations Manager**.

### Key Duties and Responsibilities

1. Assist in coordinating all public relations activities, including communicating Authority's goals.
2. Assist in planning promotion, publicity and campaign strategies.
3. Assist in developing a media relations strategy.
4. Handling media interview requests, enquiries from the public and the press.
5. Assist in creating content for media coverage, key note addresses and presentations.
6. Publishing news-letters and magazines, as delegated by the supervisor.
7. Assist in organising workshops, conferences and exhibitions.
8. Preparing publicity brochures, handouts, leaflets, promotional videos and photographs.
9. Updating and maintaining information on the website, as delegated by supervisor.
10. Any other duties as delegated by the Public Relations Manager.

### Qualifications and Experience

1. Degree or Diploma in Public Relations / Communications / Journalism / Media Studies / Marketing or a related discipline.
2. Proven 2 years working experience in public relations, print or broadcast media.
3. Strong relationships with local and national media outlets.
4. Exceptional communication skills orally, in writing and editing.
5. Skilled in broadcast or print media interviews and presentations.
6. Computer literate, excellent interpersonal skills and ability to prioritise and plan.

Interested and qualified candidates should submit an application letter and a detailed CV not later than **06 December 2021** to:

**The Secretary General  
Health Professions Authority of Zimbabwe  
7 Ross Avenue, Belgravia  
P.O. Box A410, Avondale  
HARARE**

OR E-mail: [jchinowaita@hpa.co.zw](mailto:jchinowaita@hpa.co.zw)

**Only shortlisted candidates will be contacted.**