

VACANCY NOTICE

PUBLIC RELATIONS AND COMMUNICATION MANAGER - GRADE E4: HARARE

Job Purpose

Reporting to the Director-General, the Public Relations and Communication Manager is responsible for developing and implementing a communications strategy to enhance ZIMSTAT's reputation and ensure clear, accessible, and accurate communication of official statistics.

Key Responsibilities and Duties

- Developing and implementing a robust public relations, media, and communication strategy that aligns with ZIMSTAT's mandate.
- Managing brand reputation and leading all external communications related to national statistics, surveys, and censuses.
- Cultivating and maintaining strong, positive relationships with key media outlets, government ministries, and other public stakeholders.
- Serving as the main media contact, managing inquiries, press conferences, and pitches to promote the value of national data.
- Leading ZIMSTAT's digital communication efforts by developing and executing engaging social media campaigns.
- Creating, curating, and managing all social media content, focusing on the visual communication of data and statistics through formats like infographics and data visualizations.
- Overseeing the creation of all communication materials, including press releases, corporate publications, and promotional materials.
- Overseeing all exhibitions to enhance ZIMSTAT's visibility and public engagement with national statistics.
- Managing the ZIMSTAT printshop, ensuring the quality production of all materials and the supervision of print staff.
- Leading efforts in resource mobilization to ensure ZIMSTAT's long-term viability and to support key statistical programs.
- Conducting continuous performance management for sectional staff, including setting clear key performance indicators (KPIs), providing regular feedback and coaching, and conducting formal performance evaluations.
- Ensuring sectional compliance with ZIMSTAT's Employment Code of Conduct and procedures.
- Developing and implementing effective crisis communication plans to manage and mitigate any negative public perceptions or media issues, particularly those related to the accuracy or integrity of official statistics.
- Preparing and managing the annual budget for the department and coordinate the successful launch of new statistical programs and publications.

Qualifications, Experience and Attributes

- Bachelor's Degree in Public Relations, Marketing, Journalism, or a related field.
- Master's Degree in a relevant field is mandatory.
- Professional qualification in Public Relations or Mass Communication is a significant advantage.
- Proven experience in resource mobilization a must.
- A minimum of six years of post-qualification experience in a relevant public relations or communications role.
- A valid Class 4 driver's license.

How to Apply?

Interested and qualified candidates should submit an application letter, a current CV, and certified copies of their qualifications. Please clearly indicate the post you are applying for, online through the ZIMSTAT website: www.zimstat.co.zw not later than 15 October 2025.

ZIMSTAT is committed to diversity and is an equal opportunity employer. We particularly encourage applications from women.