



JOB DESCRIPTION

Position Title: Knowledge Management and Communications Coordinator

Location: NTC Secretariat, Georgetown

Type of Employment: Fixed

1. Background of the NTC:

The Amerindian Act No. 6 of 2006, which is the principal legislation that governs the Indigenous Peoples of Guyana, establishes the National Toshias Council (NTC). It is a body corporate comprising all Toshias. Under the umbrella of the NTC, a 20-person Executive Committee is elected, and this body is made up of representatives of the 10 Administration regions of Guyana, the Toshias and the NTC Executive Members are elected for a three-year term and members are also eligible to contest a second term.

The National Toshias Council (NTC) is mandated to represent Guyana's Indigenous Peoples, and to plan and develop policies, programs and projects aimed at sustainable development, general welfare improvement and the promotion of the rights of the Indigenous peoples, which include their human rights, land rights, preservation and promotion of their languages and culture, strategic planning, mitigation of Climate Change, protection, conservation and management of forest and natural resources, villages governance and other social and economic projects.

The role of the NTC is detailed below:

- To prepare strategies and plans for reducing poverty and improving access to health and education in Villages.
- To prepare strategies and plans for the protection, conservation and sustainable management of Village lands and natural resources.
- To promote the recognition and use of the Amerindian language.
- To promote good governance in Villages including investigating matters as requested by Villages and making recommendations.
- To coordinate and integrate the activities of Villages on a national basis.
- To share, document and record the experiences of villages
- To plan strategies for the Social and Economic Development of villages
- Coordinate and integrate the activities of Villages on a national basis

2. Position Summary:

Under the supervision of the Executive Director, the Knowledge Management and Communications Coordinator (KMCC) is responsible for designing and coordinating the implementation of NTC's programmatic communications strategies. The KMCC will use communication tools, materials and products to enhance and maintain a positive public perception of the program, and to inform the public and key targeted groups of NTC's plans and work. The



KMCC establishes and cultivates strong relationships with the media and other communication partners of NTC. The KMCC helps the organization create and disseminate key messages and enables interactions with key audiences using a variety of media, including social media, generating a range of products including blogs, social media postings, website content and press releases for national and international media. The position coordinates the production and distribution of publications and other communication materials of NTC. The KMCC also maintains and updates a database of all communication materials, such as photos, videos, bulletins, reports, and blogs. The position collaborates to strengthen the communication capacities of the NTC's staff and coordinates communication events to foster greater understanding and support for the NTC's mission and a positive image of NTC. The KMCC also provides key support for NTC's fundraising efforts.

The KMCC reviews, analyzes, and reports on the effectiveness of NTC communication efforts; provides periodic reports to help management assess the effectiveness of various media and communication strategies; and stays abreast of media trends and to identify opportunities for NTC to strengthen its messages and build awareness with key audiences.

3. Key Responsibilities

General:

- Annually, the KMCC will consult with program leadership to outline NTC measurable communications objectives (impact), priorities and activities within a Programme Communication Strategy and workplan.
- The KMCC will serve as the primary point of contact for all communications regarding NTC. He/she will have strong relationships with communication staff and the NTC Executives to understand and contribute to their strategies and priorities, as appropriate, and strategically leverage work at this level to further NTC's communication and programmatic objectives.
- The KMCC will produce key communications materials including presentations, factsheets, infographics, reports, blogs, websites and social media content, and press releases based on programmatic needs.

External communications:

- The KMCC provides key support for NTC's public relations. This includes identifying opportunities for media outreach, preparing media releases and other content for news and feature articles, working with the press, arranging interviews for NTC spokespeople, writing on behalf of NTC spokespeople, organizing events, preparing spokespeople for press conferences, media interviews, and speeches.
- He/she will also develop NTC's issued content for websites and social media. He/she will identify and develop suitable stories for targeted audiences for national, regional and global communications and publish same once approved.



- The KMCC will build relations with the local press and implement initiatives to improve the capacity of local journalists to understand and report on issues related to conservation and sustainable development.

Internal communications:

- The KMCC will coordinate NTC's internal communications within the program and the wider institution. He/she will ensure that NTC staff are aware of key news-worthy matters in relation to NTC's work and plans.
- He/She will work closely with NTC members to contribute stories for NTC's internal communications tools. He/she will manage internal tools for instant communication such as a WhatsApp list for NTC's staff and NTC Executives.

Fundraising:

- The KMCC will coordinate closely with relevant NTC staff to contribute to the fundraising efforts through the design and production of appropriate tools and products.

4. Education, experience, skills and abilities:

- At least a Bachelor's degree or equivalent in public communications or related field with a minimum of one year experience in public communications, journalism or marketing; or
- At least a diploma or equivalent in public communications or a related field with four years of strong experience in public communication, journalism or marketing
- Fluency in English. Knowledge of Indigenous Language/s would be an asset
- Excellent command of language and communication skills
- Ability to work in diverse teams
- Excellent time-management and organizational skills
- Excellent interpersonal and networking skills
- Experience in the use of Microsoft Office, and common desktop publishing or audio-visual production software
- Experience in the use of photographic and audio/visual equipment would be a distinct asset
- Experience in the production of communication materials in a variety of media would be an asset.

Supervisory Responsibilities/Authority Allocated:

- The KMCC reports to the Executive Director of NTC. He/she has some authority to manage NTC's Communications budget.



Working conditions:

- The person in this position will work at the NTC Secretariat in Georgetown.
- The person in this position may be required to travel to the field for periods of time. While in the field, regular office hours (8:00 - 16:30hrs) may not be observed and hours of work are flexible according to the work to be done.

Other:

Personal characteristics that contribute to an individual's ability to excel on the job, or other important information regarding the position or its requirements. The individual in this post:

- Must be people-oriented and possess strong networking skills.
- Needs to possess good writing skills.
- Must be able to work with minimal supervision.
- Needs to demonstrate strong teamwork ability.
- Must have an excellent understanding of the local media and the Guyanese Society in general.
- Must be ambitious, and driven to succeed and grow.

Compensation:

NTC offers a competitive remuneration package that reflects the current labour market, internal equities, position scope, and the relevant education, experience, skill, and competencies of the candidate.

Application Process:

An application consisting of a cover letter, CV and the names of two (2) references should be sent to one of the following:

1. Email: ntoshaoscouncil@yahoo.com
2. Post Mail: NTC Chairman
National TOSHAOS Council Secretariat
Block B
National Exhibition Centre
Sophia
Georgetown

Deadline:

All applications must be submitted on or before February 14, 2025 no later than 11:59 PM.
N.B. Only shortlisted candidates will be contacted.