

<b>JOB TITLE: Stakeholder Engagement Specialist</b>	
<b>JOB SUMMARY:</b>	
<p>The Digital Delivery Support Framework of the Ministry of Digital Transformation (MDT) aims to develop an enabling environment for Digitization Projects in key Ministries, Departments and Agencies (MDAs). The vision of this framework is the central coordination of core and foundational ICT projects across the public sector that collectively advances the country’s digital transformation agenda.</p> <p>The role entails the development and execution of project communications strategy; advertising/awareness campaigns to the general public; stakeholder engagement activities. Create content for various platforms to meet the communication needs of the various project stakeholders, this includes MDAs and the general public.</p>	
<b>REPORTS TO:</b>	
<b>SUPERVISION GIVEN TO:</b>	
<b>KEY RESPONSIBILITIES:</b>	
<ol style="list-style-type: none"> <li>1. Develops and implements the Communications &amp; Stakeholder Engagement Management Plan for projects which is facilitated by developing and implementing relevant sub-plans, processes and procedures, ensuring they are updated as required.</li> <li>2. Develops plans to engage with each group in a way that works best for them and ensure that they are aligned with and bought into the strategic direction of your organization by mapping the stakeholder groups to allow higher level of engagement to higher interests.</li> <li>3. Executes the strengthening of key stakeholder relationships and mitigate potential risks and conflicts with these groups by carefully analyzing and understanding the differing needs of each groups and responding to those needs, in order to foster connections, trust, confidence for key initiatives.</li> <li>4. Conducts stakeholder meetings by preparing briefing notes/presentations, agendas and annotated agendas, compiling meeting documentation, preparing and coordinating correspondence, general oversight of the meetings; quality control of reproduction and distribution of documents, minutes and reports.</li> <li>5. Drives stakeholders understanding about the benefits of the projects by developing strong communication and advertising strategies and providing professional outreach campaigns.</li> <li>6. Creates key stakeholder awareness and understanding by creating content for various platforms to meet the communication needs of the various project stakeholders, this includes MDAs and the general public.</li> <li>7. Responds to and serves as the main point of contact for media by providing information to the public including reports, updates on the work of the MDAs and other news.</li> <li>8. Maintains a stakeholder database or recording forum by ensuring an accurate audit trail maintained of all stakeholder engagements and all contacts or activities are precisely recorded.</li> <li>9. Conducts workshops and forum logistics by developing agendas, project plans, minute taking and production of reports.</li> <li>10. Performs other duties as assigned.</li> </ol>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of the political process, the role of the public service, and of the machinery of government</li> <li>▪ Considerable knowledge and understanding of engagement and</li> </ul>

	<p>communications practices and theory.</p> <ul style="list-style-type: none"> <li>▪ Considerable knowledge of the community landscape, including community organizations, and media forums and channels</li> <li>▪ Considerable knowledge of the range of communication channels and options available for targeted engagement with key stakeholders</li> <li>▪ Considerable knowledge of diversity and inclusion, and social cohesion matters.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Ability to display proficiency in the use of Microsoft Office Suite.</li> <li>▪ Ability to display strong analytical, critical thinking and issue profiling skills.</li> <li>▪ Ability to communicate well both verbally and written thereby expressing exceptional interpersonal skills..</li> <li>▪ Ability to manage both tasks and teams effectively.</li> <li>▪ Ability to interact comfortably with leaders in the private and public sectors and within regional and international organizations.</li> <li>▪ Ability to network and deliver independently.</li> <li>▪ Ability to lead and manage professional and technical staff to discharge responsibilities.</li> <li>▪ Ability to actively build partnerships and coalitions required for successful delivery of the digital agenda.</li> <li>▪ Ability to shape and delivery the communication agenda within government, regionally and internationally</li> <li>▪ Ability to promote teamwork.</li> </ul>
<b>Minimum Experience and Training:</b>	<ul style="list-style-type: none"> <li>▪ Training as evidenced by an Undergraduate Degree from a recognized institution in Psychology or in a related field.</li> <li>▪ Minimum of five (5) years' experience in the related field.</li> <li>▪ Experience working in the public service/sector would be desirable.</li> </ul>