

BARBADOS WATER AUTHORITY

Vacancy Notice



Public Relations and Communications Officer – South Coast Water Reclamation Project (SCWRP)

Applications are invited from suitably qualified members of staff to fill the vacant position of **Public Relations and Communications Officer – SCWRP**.

1. SCOPE:

The Public Relations and Communications Officer will report to the Project Coordinator (PC) or her/his designate for the Project. He/she will be responsible for support on all aspects of Public Relations and Communications during the implementation of the Project. The Public Relations and Communications Officer shall be assigned exclusively to the project and will be supported by the administrative staff of the PMO as required. The Public Relations and Communications Officer duties will include, but not be limited to, the administration of all Public and Communications aspects of the project.

2. DUTIES AND RESPONSIBILITIES:

Responsible for leading the Program's stakeholder engagement process, through a communications plan aimed at internal and external stakeholders in particular:

- Preparing and leading the implementation, review, and update of the stakeholder engagement plan.
- Conducting stakeholder mapping exercises.
- Building the necessary relations and liaising with relevant stakeholders to facilitate and improve communication during Program execution.
- Planning, coordinating, and implementing community liaison activities in relation to the Program and its investment components.
- Conducting regular field visits to meet with stakeholders.
- Arranging and attending stakeholder meetings with members of the PEU, Project Management Office, BWA, and ensuring that feedback on stakeholder responses and requests is provided within agreed timelines.
- Managing the Program's grievance redress mechanism.
- Collect and consolidate relevant data and information as input to the Program's decision-making process.
- Lead the overall public relations and communications activities of the Program, in direct coordination with BWA. Monitoring the environmental and social aspects of the Program.
- Any other duties as assigned by the Project Coordinator or her/his designate.

3. QUALIFICATIONS:

Prospective candidates should have a minimum of the following qualifications:

- Bachelor's degree or equivalent in Media Studies, Journalism, Marketing, Public Relations or a related field.
- Further certification in content creation, graphic design, videography, or similar would be preferred.

4. EXPERIENCE:

- At least 5 years of experience at the national or regional level in Communications, Social Media Management, Journalism, Public Relations, or Audiovisual Content Creation.
- Demonstrated experience in developing and implementing strategies to raise public awareness.
- Demonstrated experience in the creation and dissemination of multimedia, print and social media content.
- Proven experience in grassroots or community engagement, particularly in the Caribbean region, would be an asset.
- Experience working on communications for projects funded by international organisations would be an asset.

5. KNOWLEDGE AND SKILLS:

- Effective oral and written communication skills
- Competence in the use of Microsoft Office and other relevant software tools to create publicity materials, flyers, and social media content.
- Ability to create compelling data visualizations to communicate project progress and impacts effectively to stakeholders.
- Demonstrated ability to build relationships and work with teams of people.
- Working knowledge of the public relations requirements of both the multilateral development banks and local governing regulations and practices in the industry.
- Ability to prepare and assess the Results Monitoring Framework for implementation of the public relations and communications requirements of the project to engage with the public.
- Expertise in digital marketing tools and analytics (e.g., Google Analytics, Hootsuite) to measure the impact of communication strategies would be an asset.
- Expertise in managing grievance mechanisms, including conflict resolution and mediation skills, to handle public concerns effectively would be an asset.

6. SALARY AND ALLOWANCES

The successful candidate will receive an attractive salary and benefits package based on their qualifications and experience.

Applications with full curriculum details should be emailed to hr@bwa.gov.bb or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority,
Pine Commercial Estate,
The Pine, **St Michael**

The closing date for receipt of application is **October 17, 2025.**

**Unsuitable applications WILL NOT be acknowledged and only shortlisted
will be contacted.**