



MAURITIUS SOCIETY FOR ANIMAL WELFARE (MSAW)

Join Hands To Save Animals

SCHEME OF SERVICE

<u>Post:</u>	Humane Education and Communication Officer (on contract basis)
<u>Reporting Line:</u>	The Director
<u>Salary:</u>	Negotiable and will be commensurate with qualifications, experience and skills.
<u>Travelling Allowance:</u>	As per MSAW Conditions of Service.
<u>Duration:</u>	One year on contractual basis (renewable)
<u>Probation period:</u>	3 months as from the date of appointment.
<u>Gratuity:</u>	At the rate of two months' salary on completion of 12 months satisfactory service.
<u>Qualifications and Experience:</u>	(i) Graduate degree in Communications / Journalism or equivalent qualification acceptable to the Council. (ii) At least 3 years of relevant experience.
<u>Specific Competencies:</u>	(a) Good communication skills (written and spoken); (b) Excellent writing and editing skills; (c) Knowledge in graphic design, digital communication, and content management.
<u>Role and Responsibilities:</u>	<ol style="list-style-type: none">1. Formulates and directs the organisation's public relations programs to assure the fulfilment of the organisation's mission;2. to be responsible for the external communication with the press, general public and other stakeholders;3. to be responsible for the management of press articles, Social Media pages of the Society;4. to establish and maintain an effective network with the press and other stakeholders;5. to be responsible for the production and publication of reports, newsletters, press release, communiques, brochures, pamphlets etc.;6. to assist in the preparation of the Annual Report of the Society;7. to be responsible for curriculum development for humane education programming;8. to implement educational programs to clients and to the general public, focussing on responsible pet care and the humane treatment of animals;



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9. to be responsible for the orientation of volunteers and maintains volunteer records, including statistics on volunteer assignments and hours served;
10. to receive the public, customers, visitors, the press, and other publics, and provide them with all the relevant information;
11. to write, edit and design print material such as newsletters, brochures, flyers, invitation and event programs, other informational materials and news releases;
12. To work with outside printing companies on graphic design and print jobs as needed;
13. to carry out sensitisation campaigns in schools, Community Centres, Village Councils, and the general public;
14. to participate in the organisation of Pet/Dog Show and in the organisation of communication events campaigns;
15. to maintain MSAW website;
16. To work outside normal working hours, including Sundays, Public Holidays and during bad weather, whenever required which will be payable as overtime as applicable;
17. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Humane Education and Communication Officer in the roles ascribed to him.