

ToR for Communication Officer

1. Develop communication objectives and communication plans
2. Arrange publicity for APIC through different outlets
3. Compose, edit, design, record, produce publications such as newsletters, leaflets and brochures
4. Write news releases, speeches and articles in collaboration with the CEO
5. Edit and organize the publication of documents
6. Write and implement communication or promotional plans
7. Keep staff and clients up to date with company news
8. Web development and technological enhancements
9. Negotiating rates and orders advertising for print, television or radio .
10. Record the minutes of the meetings
11. To develop and maintain an APIC photo library for use across range of communications forms
12. Day to day management of the APIC website, including updating and ongoing monitoring, gaining input from other APIC staff as necessary.
13. Updating the Planning and Monitoring System (PLAMS) weekly for Marketing & Promotion Division.
14. Coordinate and approve of artists, photographers and printers and monitors work in progress.
15. Coordinates the participant for the Trade Exhibitions.
16. To contribute to planning of and arrangements for the APIC events, in particular regarding the design and production materials.
17. Carry out any other works as may be required by the Manager.