
VACANCY ANNOUNCEMENT – PUBLIC RELATIONS MANAGER

The **Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI)** is a regionally owned Institute comprising 14 member countries: **Botswana, Burundi, Eswatini, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, South Sudan, Tanzania, Uganda, Zambia, and Zimbabwe.**

Established in 1997, MEFMI was founded to build sustainable capacity in identified key areas in ministries of finance, planning commissions, central banks, and equivalent institutions. MEFMI strives to improve sustainable human and institutional capacity in the critical areas of macroeconomic and financial management; foster best practices in related institutions; and bring emerging risks and opportunities to the fore among executive-level officials.

MEFMI seeks to achieve, within its member countries, prudent macroeconomic management, competent and efficient management of public finances, sound, efficient and stable financial sectors, and economies characterised by strong and sustained growth.

The MEFMI Secretariat is based in **Harare, Zimbabwe.**

MEFMI invites applications from suitably qualified and experienced professionals who are **nationals of MEFMI member countries** for the following position:

PUBLIC RELATIONS MANAGER

Job Summary

Reporting to the Executive Director, the Public Relations Manager manages MEFMI's corporate communications, public relations, and institutional publications to strengthen the MEFMI brand, visibility, and implement a public relations and digital communications strategy that leverages technology, data and digital platforms to expand the institute's reach and influence, and in particular inform stakeholders of its programmes and activities.

The successful candidate has to transform the institute's strategic objectives into compelling brand and reputational strategy, demonstrate practical ability to use AI tools, digital marketing platforms, content management platforms, and analytics to improve efficiency and effectiveness of communication and strengthen online presence, improve website engagement, grow social media audiences and communicate the value of the institute's training programmes.

The position also coordinates Executive Fora and institutional events, and provide secretarial and executive support, institutional reporting and knowledge management services.

Key Performance Areas

- i. Corporate Communications, Media, and Stakeholder Relations–Develop and implement public relations and communication plans consistent with MEFMI's institutional priorities and approved work programme.

- ii. Digital Communication Platforms- Manage content across MEFMI's website, intranet, and official social media accounts through a coordinated editorial calendar.
- iii. Publications, Planning and Reporting- Manage the editorial and production process for the publications and reports.
- iv. Brand and Events Management- Maintain consistent application of MEFMI's corporate identity across institutional communications and event materials, and also, specify and coordinate branded merchandise, stationery, diaries, calendars, electronic greeting cards and other promotional materials.
- v. Governance and Executive Support- Serve as Secretary to the Management Committee and provide secretarial services to Governance meetings as assigned.
- vi. Incident Reports Management- Administer the institutional incident reporting process; receive and record staff submissions using the prescribed Incident Form, submit reports to Management for consideration and action.
- vii. Budgets, Procurement and Service Provider Management- Prepare and monitor budgets for public relations activities, publications, and Executive Fora in liaison with Finance and Administration.

Qualifications and Experience

a) A Master's degree in Mass Communication, Public Relations, Strategic Communication, International Relations, International Affairs, Journalism and Media Studies.

b) At least five (5) years of progressive professional experience, of which at least three (3) years should be at supervisory or managerial level in a public relations function.

c) Demonstrated understanding of public relations, corporate communications, publishing, and media.

Added Advantages

a) A PhD in Public Relations, Strategic Communication, Corporate Communication, Journalism, Marketing, or a relevant field.

b) Professional PR certification(s) or membership in a recognised public relations, communications, or marketing professional body.

c) Experience working in strategic communications within a regional, international, financial, economic, or multilateral organisation.

d) Demonstrated experience in media relations, corporate reputation management, stakeholder engagement, and crisis communication.

e) Proficiency in digital communications, social media management, content development, and multimedia production.

f) Experience in organising high-level corporate events like Executive Fora meetings, conferences, workshops, and stakeholder engagement activities.

g) Experience in providing secretarial services to governance bodies and senior management.

Competencies for the Position

The successful candidate for the above position should demonstrate:

- a) Strong qualitative, quantitative and analytical skills.
- b) Excellent verbal, writing, editing, speechwriting, and presentation skills
- c) Strong leadership and team management skills, particularly in a regional or multi-country environment.
- d) Strong interpersonal, stakeholder engagement and relationship management skills.
- e) Demonstrated ability to work effectively in a multicultural and diverse environment.
- f) Strong strategic thinking, problem-solving and decision-making skills.
- g) Ability to coordinate governance and management meetings.

Terms and Benefits

The successful candidate for the above position will be appointed on a **fixed-term contract of three (3) years**, renewable subject to satisfactory performance and the applicable terms and conditions of service.

MEFMI offers an **attractive remuneration package in United States Dollars (USD)**, which is competitive with those offered by comparable regional organisations.

Location

The position is based at the **MEFMI Secretariat in Harare, Zimbabwe**.
The official working language of the Institute is **English**.

Application Procedure

Applications should be submitted **no later than 30 October 2026 at 16:30 hours**.

Interested candidates should submit:

- An **updated and detailed Curriculum Vitae (CV)**; and
- A **cover letter clearly indicating the position being applied for**.

Applications should be submitted electronically to: recruitment@mefmi.org

At this stage, applicants are requested to submit **only their updated CV and cover letter**.
Certificates and other supporting documents are not required at this stage.

No hard-copy applications will be accepted.

Only shortlisted candidates will be contacted.

MEFMI is an **equal opportunity employer**, and both **male and female candidates** are encouraged to apply.