



JOB DESCRIPTION

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| Position Title | Manager Communications and Relationship Management |
| Department | Office of President |
| Type of Position | Regular |

POSITION DESCRIPTION

The incumbent will be responsible for creating and implementing a communication plan and relationship management framework for the Office of the President at Habib University. This will include development of written content such as speeches, presentations, online newsletters, as well as information for the University's website and global foundations and trusts. The job will also entail creating and implementing a relationship management plan for the President with external and internal stakeholders which will include organizing forums, meetings, conversations, and creating communication products that facilitate such interactions.

DUTIES AND RESPONSIBILITIES

- ✓ Create and implement with the Chief of Staff, Director Resource Development, Vice President Operations and Finance, Senior Director Student Success, Vice President Academic Affairs– a relationship management framework specifically designed for university founders, donors, employers, government/ministries, internal community of the University.
 - Curate and develop a communication product line consisting of in-person interactions and structured reports that support the development and sustainability of all relationships.
- ✓ Manage communication related to the Office of President, which includes written communication via email, letters or reports to external and internal stakeholders – including reports created for the board of governors, foundations and trusts.
- ✓ Research, write & edit content, principally for institutional relationship building
- ✓ Ensure that institutional content & messages related to the President, Office of the President, and key strategic initiatives assigned by the President are represented correctly on external platforms.
- ✓ Work closely with colleagues in the Marketing and Communication department & technical services team to ensure the development, management and maintenance of products specifically assigned as part of the relationship management framework.
- ✓ Undertake any other task assigned by the Chief of Staff.

REQUIRED JOB SPECIFICATIONS

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| Required Qualification | ✓ Graduate degree in a relevant field, preferably communications |
| Required Experience | ✓ Minimum 4-6 years of experience in a relevant field associated with communications |

REQUIRED JOB COMPETENCIES

| S# | Competency | Criticality (High / Low / Medium) |
|----|---------------------------------|-----------------------------------|
| 1. | Interpersonal Skills | High |
| 2. | Time Management Skills | High |
| 3. | Analytical Skills | High |
| 4. | MS Office (WORD and PowerPoint) | High |
| 5. | Proactive & Innovative | High |

