

GOVERNMENT COMMUNICATION UNIT

OBJECTIVE

To provide expertise and services information and dialogue with public and media to commission

The unit will perform the following activities

1. Produce and disseminate documents such as brochures, articles, newsletter etc. to inform the public on policies program activities and reforms undertaken by the commission
2. Coordinate the press briefings conference to commission
3. Engage in dialogue with public as well as media issue on concerning commission
4. Promote commission activities program and policies
5. Coordinate preparation of sector and commission papers for workshop and conferences
6. Coordinate preparation production of commission article and news paper
7. Update Sector and Commission information in the website
8. Advice Division, unit and cooperative stakeholder on the production of various documents
9. Develop and facilitate awareness program in media

10. Manage and supervise production of press release advertisement and publication to the media and stakeholder
11. Ensure proper preparation and production of commission publication in printing and electronic media and website
12. Take part in preparing the commission statement for clarifying issue of interest of stakeholders
13. Coordinate preparation of feature articles and documentaries for publication in the media
14. Develop and implement of the commission's communication strategies programs and budgets

This unit will lead by principle officer with wide knowledge and experience on cooperative.