



WE ARE HIRING

MARKETING & PUBLIC RELATIONS OFFICER

The Marketing & Public Relations Officer (MPRO) is responsible for developing and implementing an integrated communication, marketing, and branding plan that promote ORKCA's programmes, products, and initiatives, in the long term. The MPRO is responsible to enhance ORKCA's visibility and reputation, and strengthen stakeholder engagement in support of its strategic objectives. The MPRO reports directly to the CEO and will be based at ORKCA's Windhoek office.

JOB REQUIREMENTS:

- Minimum tertiary educational requirements:
- Bachelor's Degree in Marketing and /or Communications
- Minimum practical experience required in order to fulfil job demands:
- Three (3) years relevant working experience in a non - profit or similar environment.
- Proven track record of success in the area of written and spoken communication both internally and externally.

REQUIRED SKILLS AND ATTRIBUTES:

- Good public speaking skills,
- Strong editing and proof reading skills,
- Sensitivity and culturally aware of different cultural groups,
- Ability to multi-task, show initiative and be proactive;

RESPONSIBILITIES:

- Manage ORKCA's brand visibility and public image.
- Manage stakeholder communication and engagement.
- Develop promotional campaigns and marketing materials.
- Manage media relations and identify publicity opportunities.
- Monitor and evaluate marketing and communication activities.
- Promote ORKCA's programmes, conservation work and initiatives.
- Organise marketing activities, roadshows and awareness campaigns.
- Prepare regular marketing and communication reports for the CEO.
- Advise management on communication, reputational and media matters.
- Write, edit and review communication materials, publications and stories.
- Ensure all ORKCA communications and branding meet the required standards.
- Develop and implement ORKCA's marketing, communication and branding plans.
- Create and manage content for social media and other communication platforms.

Kindly submit your CV, Cover Letter & Supporting Documents with job title i.e. (**MARKETING & PUBLIC RELATIONS OFFICER**) in the subject line to: recruitment@spiral-limited.com

Applications closes on **Monday, 24 August 2026 @ 17H00**

NB:All queries should be send to the recruitment email provided
Only shortlisted candidates will be contacted