



The Singapore Swimming Association (SSA) is the governing body for aquatic sports including swimming, water polo, diving, synchronized swimming and open water swimming in Singapore. We invite passionate and capable applicants who can contribute to further our cause in the following positions :

## 1) **PUBLIC RELATIONS & COMMUNICATIONS MANAGER**

### A. PRIMARY JOB PURPOSE

You will report to the Executive Director on all public relations and communications matters in accordance with the direction and policies established by the Executive Committee. You will be responsible to build a strong organizational brand by managing key internal and external stakeholders through effective communication channels/processes.

### B JOB RESPONSIBILITIES

- Public Relations/Communications
  - Devising the communications strategy and plan
  - Managing external communications with the public, affiliates and stakeholders
  - Managing communications and media interviews with National Athletes
  - Directing the creation of internal communications, newsletters, press releases and speeches.
  - Increasing mainstream, web and social media presence of the Association, Athletes and Events through media relations and media coverage.
- Others
  - Manage the creation of the Association's Annual Report
  - Liaise with Legacy Council on activities

### C JOB HOLDER REQUIREMENTS

#### 1 Qualifications and Experience

- Degree in Marketing or Mass Communication or relevant qualifications.
- At least 5 years of relevant working experience
- Prior experience in a marketing or public relations company is preferred.
- Must have strong initiative, good communication & interpersonal skills and positive attitude.
- Ability to work independently and under pressure to meet tight datelines.
- Ability to start at short notice is preferred or immediate.

## 2 Personal Attributes

- A dynamic and mature person with a passion for sports.
- Meticulous with high level of integrity
- Must have strong initiative, good communication, interpersonal skills, and positive attitude.
- Strong team player with ability to work and builds rapport and collaborative working relationship with all levels.
- Ability to work independently and under pressure to meet tight datelines.
- Ability to work in a dynamic environment
- Ability to work on weekends when major competitions are hosted by the association

Please email application enclosing resume and recent photograph and stating current and expected salary to: [edwin.ker@swimming.org.sg](mailto:edwin.ker@swimming.org.sg). Only shortlisted candidates will be notified.