

## External Vacancy Announcement

Premier Switch Solutions S.C. (PSS) is a leading Electronic Payment Processing Company, established by major private banks of Ethiopia. The Company has implemented the first multi-institution shared-switch infrastructure to provide its member banks with a state of the art payment technology to drive ATM, POS, e-commerce, Mobile Banking and other payment channels and provide clearing of Debit/Credit card transactions for the banks.

Currently, PSS has one vacant position stated below and would like to invite applicants who meet the qualification and required experience listed for this job opening.

Job Title	Qualification & Work Experience	Description of Duties
Marketing and Communication Officer II	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Business Administration, Marketing, Communications or a related field from a recognized institution.</li> <li>▪ At least 4 years relevant experience in the Marketing and Communications function</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement the Marketing &amp; Branding functions policy and procedure.</li> <li>▪ Involve in the analyses of brand positioning of the products and services and ensure a positive feedback is maintained.</li> <li>▪ Involve in the design and implementation of external and internal communication strategies.</li> <li>▪ Execute all marketing, advertising, PR, and promotional initiatives.</li> <li>▪ Prepare promotional and advertising materials including newsletters, brochures, flyers in collaboration with marketing companies.</li> <li>▪ Organize company events, press release and meetings.</li> <li>▪ Involve in the development of the marketing strategy of new and existing products and services.</li> <li>▪ Involve in proactively communicate the value proposition of the products to the sales team and develop the sales tools that support the selling process of products.</li> <li>▪ Involve in identification and follow-up of opportunities to promote alert to selected target audiences through a range of communications channels, including media, networks, mailings and online communications.</li> <li>▪ Involve in the development and review of promotion materials to assist business units in marketing activities.</li> <li>▪ Maintain relations with media houses and ensure adequate corporate visibility and coverage of all events sponsored by the organisation.</li> <li>▪ Involve in the evaluation of events/marketing activities impact collecting feedback information, impact assessment to inform future development.</li> <li>▪ Conduct marketing performance metrics.</li> <li>▪ Prepare adverts and notices to be announced on newspapers and ensure timely follow up on the implementation.</li> <li>▪ Handle marketing and promotion related correspondences with different promotional agencies.</li> <li>▪ Involve in the preparation of yearly promotional budgets for campaigns and other activities.</li> <li>▪ Prepare periodic reports</li> <li>▪ Perform any other duties as may be assigned from time to time by the supervisor.</li> </ul>

**Salary: As per the Company scale with attractive benefit package**

**TO APPLY**

- Interested applicants who meet the required qualifications are invited to submit their updated CV and copies of relevant documents within 7 days of this announcement.
- We only accept applications sent via our email: [pss.hr@pss-ethiopia.com](mailto:pss.hr@pss-ethiopia.com)
- Please write clearly for which position you applied on the email subject line.

***NB. : Only short-listed candidates will be contacted***