

Communications Officer Job description

BACKGROUND: The Global Water Partnership (GWP) is a worldwide network which has since 1996 successfully supporting countries in their efforts to implement a more equitable and sustainable management of their water resources. GWP has over 3,000 Partner organisations in more than 180 countries, 60 Country Water Partnerships, and 13 Regional Water Partnerships.

GWP Central and Eastern Europe's international network comprises 12 Country Water Partnerships (CWPs) in Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Moldova, Poland, Romania, Slovakia, Slovenia and Ukraine with more than 180 Partners. For more information, visit:

www.gwpcee.org

REPORTS TO: GWP CEE Regional Coordinator

LOCATION: Bratislava, Slovakia

SCOPE OF THE POSITION

Communications Officer is integrated in the Global Water Partnership Central and Eastern Europe (GWP CEE) Regional Secretariat, based in Bratislava, Slovakia, with occasional travel. The role of Communications Officer is to ensure that target audience will recognize the mission of GWP and specifically GWP CEE as a substantial player in the field of water policy implementation that has a cross-sectoral character and represents the most efficient solutions from long-term perspectives.

Communication Officer is a member of GWP CEE Regional Secretariat, which requires fulfilment of the day-to-day operational tasks and obligations following from requirements of Country Water Partnerships, GWPO Secretariat and other constituencies.

SPECIFIC DUTIES

The Communications Officer is expected to:

A. Strategy Development and Implementation

- Develop and implement the Regional Water Partnership (RWP) communications strategy in alignment with the global network's strategic direction and particular regional needs.
- Develop and implement projects and programmes linked to stakeholder and youth engagement.
- Support the Region's Country Water Partnerships (CWPs) with the development of their own communications strategies and provides advice on their implementation.
- Ensure quality reporting to GWPO of RWP achievements and outcomes on a regular basis, as well as regular and timely dissemination and exchange of information on the outcomes of Regional activities to key audiences, including Partners, donors, other GWP Regions, media, relevant organisations and institutions, governments, etc.
- Ensure that the GWP graphical policy including use of logo is properly applied by the RWP and CWPs, and that the GWP brand and reputation is maintained and enhanced.

B. Communications and Knowledge Management

- Develop, write, and edit public awareness material on the RWP and its activities, including press releases, publications, regional newsletter, presentations, social media, etc.
- Arrange outsourcing, when needed, of selected editorial/writing services, translations, design, composition and printing.
- Keep minutes from meetings.
- Manage media relations.
- Maintain and update the GWP CEE website and the regional materials on the GWP website.
- Maintain and update database of Partners.
- Support CWP publications and websites ensuring consistent use of the visual brand policy.
- Oversee the development and operation of GWP CEE knowledge systems to facilitate information flow and document management in the regional office, and in the region's network.
- Facilitate GWP CEE's presence at events and ensure that exhibition stand and material properly reflect the Region's reputation.
- Co-organize GWP CEE's events.
- Oversee the organization and maintenance of electronic mailing distribution lists of stakeholders and members.
- Responsible for the associated budget and administration.

C. Relationships

- Develop and maintain positive working relationships with the Regional Secretariat staff, Regional Council, Partners, CWPs, GWPO and all other constituencies that are important to the success of the GWP network.
- Liaise with GWPO Head of Communications and colleagues from other regions to seek advice and share information and experience that may benefit the entire network.

QUALIFICATIONS AND EXPERIENCE

- Hold a Master's degree of environment or social sciences, with at least 5 years' experience in communications and/or marketing, preferably in an international environment, on water and/or environmental issues.
- Experience in communication activities for EU-funded or other projects with international donors.
- Experience in reporting for a range of audiences, including governments and policy makers, multilateral agencies and the public at national and international levels.
- Experience working with journalists and media, and ability to develop and maintain contacts with existing and new media.
- Demonstrated experience in the development of communication media (web, social media, press releases, publications and reports, etc.).
- Ability to coordinate and manage multiple tasks with excellent project management skills.
- Service-oriented work style, with strong interpersonal skills, able to work effectively and harmoniously at all levels.
- Ability to work in a multicultural environment and to interact positively with a wide range of stakeholders in an international, regional, and national context.
- Creative, with strong written and oral communication skills in Slovak and English, knowledge of other CEE languages is an advantage.

- Experience with software such as the Microsoft Suite of programs.
- Knowledge of current developments in environment, esp. water management, is an asset.

Please send an interest letter in English, and your CV, by e-mail to gwpcee@gwpcee.org by 31 January 2020. For further information and questions on the position, contact veronika.vagoova@gwpcee.org

Employment Start Date

On or before 1 April 2020

Contract Duration

For an initial period of one year, with a possibility of extension