

## CALL FOR the recruitment of a COMMUNICATIONS OFFICER

The Global Water Partnership - Mediterranean is seeking to hire a Communications Officer for its Athens based Secretariat. The successful candidate will be hired by MIO-ECSDE, a civil non-profit society based in Greece, in its capacity as Host Institute for GWP-Med.

**Details about the post are provided in the Terms of Reference in Annex I.**

**Type of Contract: Service Contract, 1 year with possible renewal**

**Duty Station: Athens, Greece**

**Occupation: full time engagement**

The Global Water Partnership (GWP) is a global action network of partner organisations supporting countries and regions in their vision for a water secure world. GWP's mission is to advance governance and management of water resources for sustainable and equitable development. Since 1996 when it was launched, GWP has grown into a network of over 3,000 Partner organisations, 13 Regional Water Partnerships and 87 Country Water Partnerships worldwide. Since 2000, GWP holds inter-governmental status (GWP Organisation). For more information: [www.gwp.org](http://www.gwp.org)

The Global Water Partnership – Mediterranean (GWP-Med) is responsible for the Mediterranean region, covering countries of the Near East, North Africa, Southeastern Europe and the European Union. GWP-Med is legally represented by the Mediterranean Information Office for Environment, Culture and Sustainable Development (MIO-ECSDE), holding non-governmental organization (NGO) status, based on a Host Institute Agreement between GWPO and MIO-ECSDE. GWP-Med is serviced by the GWP- Med Secretariat. For more information: [www.gwpmmed.org](http://www.gwpmmed.org)

### 1. Application procedure

Applicants are requested to study the Terms of Reference provided in Annex I. Interested candidates can apply by sending an e-mail to the attention of Ms. Konstantina Toli, Senior Programme Officer in [konstantina@gwpmmed.org](mailto:konstantina@gwpmmed.org) with the indication “Application for Communications Officer” in the subject, attaching the following documents:

- a **cover letter or a video in English** (hyperlink to a video uploaded on YouTube or Vimeo), introducing themselves, their related skills and motivation for the position. The cover letter should be 1 page max and the video 2 minutes max.
- **Their detailed CV in English** (max. 3 pages), including contact details, past experience in similar posts and contact details for reference. Incomplete applications will not be considered. Please make sure you have provided all requested information.

**Only complete applications, accompanied by cover letter or video, shall be considered for the position. Please make sure you have provided all requested information. The deadline for applications is: 6 February 2019**

### 2. Evaluation Procedure

Applications will be examined by an evaluation committee. The committee will examine the applications and accompanying CVs and motivation letter/video received in relation to the qualifications listed in the TORs. Applications which do not meet the required qualifications will be excluded from further evaluation. The Evaluation Committee will screen applications and only shortlisted candidates will be contacted for an interview.

Applicants called to an interview may be requested to submit in printed form prior to their interview all documentation supporting their declared qualifications. For the current position, a 6-month trial period applies. For further information or clarification for the post please contact Ms. Konstantina Toli, Senior Programme Officer in [konstantina@gwpmmed.org](mailto:konstantina@gwpmmed.org) .

**Athens, 15 January 2019**

## **ANNEX 1: Terms of Reference**

### **COMMUNICATIONS OFFICER**

**JOB TITLE:** Communications Officer, full time position

**REPORTS TO:** (i) Executive Secretary on strategic communications tasks, and (ii) Senior Programme Officer, Non-Conventional Water Resources and Integrated Urban Water Resources Management Thematic Agenda on thematic communications tasks

**LOCATION:** GWP-Med Secretariat in Athens, with national and international travel

### **SCOPE OF POSITION**

The Communications Officer will primarily support the communication of GWP-Med's projects on the following thematic agendas: (i) Non-Conventional Water Resources Management (NCWRM) and Integrated Urban Water Resources Management (IUWRM); (ii) Water-Employment-Migration (WEM). Activities in these agendas include, but are not limited to, the development of a communication strategy and its implementation, development of publicity material and content, support in awareness raising activities. The position reports to the Senior Programme Officer in charge of the NCWRM, IUWRM, WEM thematic agendas and involves limited national and international travel.

Furthermore, the Communications Officer will support the strategic communication of the organisation, by contributing in shaping, developing and delivering its contents.

#### **Responsibilities:**

##### ***a. Thematic communications agenda***

1. Provide communication guidance to the related thematic teams & projects.
2. Implement appropriate communication tasks to assist GWP-Med in achieving the objectives of the projects under the NCWRM, IUWRM and WEM agenda, in accordance with GWP-Med's internal rules and procedures. These will include:
  - i. From conceptualizing and drafting project briefs) to production, developing various communication materials – reports, brochures, factsheets, videos, animations, special projects and assignments etc. – and managing all supplier relationships in the process, including quality checks.
  - ii. Creating rich and compelling GWP-Med content for website, microsites and social media including articles, social media content and campaigns.
  - iii. Using social media platforms to create dialogue around our work as well as other regional or global issues.
  - iv. Packaging content in many formats and context-specific language, from summary reports and newsletters, to press releases, speeches and content for partner channels as well as content for campaigns and presentations.
  - v. Developing stakeholder engagement campaigns (for key stakeholders and for the general public, particularly in project areas), with emphasis on Youth and general public on water related issues, and participating in their implementation.
  - vi. Organise, manage and coordinate project events (e.g. media and stakeholder events, capacity building workshops, etc.), including logistics, branding, media relations, press kits, coordination with partners, etc.
  - vii. Identifying media opportunities and developing appropriate media releases and op eds; Fostering media relations in the countries where the projects are implemented.
3. Analyse and identify key leverage points and success stories, within the scope of GWP-Med's work and transform these into various formats of communication content/material and

4. Draft, implement and monitor annual and monthly planning of communications activities and content, as well as creating individual project plans to ensure that deliverables are well-planned with clear expectations and deadlines.
5. Report on communication activities to the respective project managers and to donors.

***b. Overall communications agenda***

6. Contribute in developing and implementing a strategic communications approach (governments, IGOs, NGOs, other water stakeholders) to promote GWP-Med's goals ensuring strong visibility and outreach and a coherent voice in the water & development agenda in the Mediterranean region, in line with the overall GWP approach, including through:
  - i. Communications strategies and plans
  - ii. Communication content and materials of various formats.
  - iii. Communication and outreach channels.
7. Provide communication guidance and implement appropriate communication tactics (similar to points described under point A.2) for cross-thematic GWP-Med projects, including the Sida-supported 'Making Water Cooperation Happen in the Mediterranean – Med Water Matchmaker' Project'.
8. Monitor media reports and communication activities monthly and evaluate both quantitatively and qualitatively, as well as regularly sharing this with the appropriate teams and interested parties.
9. Regular report to GWP and GWP-Med as required.

**Requirements and competencies:**

- A degree in journalism, media, communication or other relevant field. An additional qualification in the field of sustainable development, environment, political science, social science and international affairs, would be an advantage.
- Minimum 8 years professional experience on communications.
- Minimum 5 years professional experience on communications related to sustainable development, development cooperation, environment, water, international affairs, corporate social responsibility or related fields.
- Editing skills and experience in the production process of publications, materials, videos, etc.
- Demonstrated experience in creating and managing digital content (website/microsite, social media) and developing communications material (branding, brochures, factsheets, videos, animations, social media content, etc.)
- Computer literacy; proficient use of photo and graphics editing software (e.g. Photoshop, Illustrator) and video editing software will be considered as an asset.
- Proven knowledge of working effectively across a range of media platforms, with emphasis on social media; Able to organise work and deliver successfully activities often under multiple and competing deadlines.
- Excellent communication skills in English and in Greek. Similar skills in French would be an advantage.
- Articulate and confident oral communication and ability to engage and interact at various levels.
- Good understanding of the issues in relation to GWP-Med's mission.
- An understanding of the connection between water, economic, social and developmental issues. Knowledge of the water and/or developmental agenda would be an asset.
- An interest in and commitment to water security and sustainability issues.
- Team player, with a positive, enthusiastic and self-motivated attitude, with professional and personal ethos and solutions-oriented mindset.