

CALL FOR the recruitment of a COMMUNICATIONS OFFICER - ANNEX 1: Terms of Reference

Type of Contract: Service Contract, 1 year with possible renewal Duty Station: Athens, Greece Occupation: full-time engagement

JOB TITLE: Communications Officer, full time position

REPORTS TO: Head of Communications, working also under the guidance of the Project Managers of the Drin and Nexus ADA projects.

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

Background and Scope of Position

The Communications Officer (CO) will be engaged in the communication of the work programme of the Global Water Partnership - Mediterranean (GWP-Med) in Southeastern Europe and the Thematic areas of:

- i) Transboundary Water Resources Management
- ii) Water-Energy-Food-Environment Nexus

More specifically the CO will support the communication of at least two projects implemented by GWP-Med:

1. GEF UNDP Full Size Project “Enabling Transboundary Cooperation and Integrated Water Resources Management in the extended Drin River Basin”.
2. “Promoting the Sustainable Management of Natural Resources in Southeastern Europe, through the use of Nexus approach” supported by the Austrian Development Agency.

The countries of focus are primarily those of Southeastern Europe i.e. Albania, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Kosovo (*), Montenegro, Serbia.

Duties and responsibilities

The Communications Officer will:

1. Develop and implement Themes’ and projects’ communication strategies.
2. Identify, implement and use related communication tactics, tools and activities, contributing to the achievement of the projects’ objectives. Tactics, tools and activities will include, among others, the following:
 - i. From project brief to production, coordinating the development of various communication materials in different formats e.g. milestone reports, brochures, fact sheets, newsletters, summaries, videos, animations, etc.
 - ii. Managing all supplier relationships in the above process, including graphic designers, videographers, printing companies, etc., including quality checks.
 - iii. Identifying media opportunities and developing appropriate media releases;
 - iv. Creating rich and compelling content for website, microsites and social media.
 - v. Prepare summaries of technical reports and layman’s reports, to promote the results of the programs, their pilot activities, etc., relating to water resources, agriculture, energy and environment, with the aim to communicate these to the stakeholders and the broader public.
 - vi. Identify and coordinate the production of other concrete deliverables that will help summarise the results of the projects and promote their visibility and sustainability.

3. Liaise with project partners, including other organisations and donors, to coordinate their input and participation in communication related joint actions.
4. Draft, implement and monitor annual and monthly communication workplans and budgets, and prepare related reports.
5. Handle all procurement-related administrative tasks for communications deliverables according to internal GWP-Med processes and in cooperation with GWP-Med's Finance & Administration Department. This includes securing expenses authorizations, filing invoices for communications deliverables by external suppliers, etc.
6. Engage in international travel per project needs.
7. Represent GWP-Med and present, as necessary, in meetings and other appropriate fora at regional and international levels on issues related to the duties and responsibilities of the position.
8. Undertake the organization and successful implementation of online events, webinars, etc.
9. Draft the part of project proposals that is related to communications.
10. Prepare reports on project communication activities, including preparation of donor reports.
11. Participate and contribute to the work of GWP-Med's communication team. In this regard provide news stories to be used for the overall communication of the work of the organization.
12. Undertake any other actions required as part of the GWP-Med communications team.
13. Ensure that communications remain neutral with regard to the geo-political/political and security related sensitivities of the beneficiary countries; in this respect, ensure that communication material and content are aligned with the respective rules and regulations of GWP and the UN system.

Requirements and competencies:

- A university degree, preferably in communications, environment or a related field. Additional qualifications in the field of sustainable development, environment, political science, social science and international affairs would be an advantage.
- Minimum 3 years professional experience in communications, preferably including experience in communications related to sustainable development, development cooperation, environment, 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 an asset.
- Proven knowledge of working effectively across a range of media platforms, with emphasis on social media.
- Ability to prioritise work and successfully deliver results under competing deadlines.
- Excellent oral and written communication skills in English and Greek. Similar skills in French would be an advantage.
- Ability to develop in-depth understanding of developmental and water issues related to GWP-Med's mission. Knowledge of the water and/or developmental agenda would be an asset.
- A commitment to the values of water security and broader sustainability.
- Team player, with a positive, enthusiastic and self-motivated attitude, with professional and personal ethos and solutions-oriented mindset. Articulate and confident oral communication and ability to engage and interact at various levels.