

	JOB DESCRIPTION - Field	
	Title	Version
	Regional Communication Advisor	4

JOB IDENTIFICATION/ ORGANIZATION

Area :	Middle-East
Department:	MERO
Country:	All countries in the region Position based in Amman, Jordan
Line Manager:	MERO Coordinator
Functional Responsible:	Head of communication Accion Contra el Hambre - Madrid for all issues related to Syria, Lebanon, Egypt, OPT and Turkey. Head of Communication Action Contre la Faim - Paris for all issues related to Yemen, Iraq and Jordan. IMPORTANT NOTE: any external communication related to the Syrian crisis needs the sign off by Accion Contra el Hambre (Desk Officer and/or Executive Director).
Directly supervises:	MERO Junior Information Officer Potentially national communication officers
Internal Relations:	MERO team, CDs, DCDs, Field Coordinators, Heads of base and all operational departments. ACF International Communications Departments at 5 HQs. Grant writer(s)
External Relations:	UNHCR communication WG. SIRF, JIF, LHIF, YIF, NCCI Communication WG. International press agencies. International press in countries where Action Against Hunger is working
Funding:	MERO budget
Starting Date:	01.01.2018
Ending Date:	31.12.2018 (depending on funding, possible extension)

General Responsibilities

Develop and implement a regional communication strategy in order to increase communication and visibility on ACF interventions in the Middle-East towards international and national media, ACF communication channels and towards all humanitarian stakeholders in the region.

Specific Objectives

<p>Objective 1: Increase ACF visibility regarding its interventions in the Middle-East at media level (international and national media) and ACF communication channels</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Liaise and networking with international media and journalists at country level and regional level, providing them with updated information and/or organizing press conferences, press visits to the field or any other media activities - Assist the respective CDs and the Communication Departments in ACF
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International with obtaining/producing of new material like first-hand testimonies, success stories, human interest stories, etc (written and video), pictures, drafts of proactive and reactive press lines, draft updates of the different website and social networks. All material to be adapted for the different target groups (e.g. ACF Institutional channels like its website and newsletters; national, international media in general and Spanish/French media in particular; social networks).

- Feed ACF International web sites, blogs and social networks (especially twitter and facebook) and ACF national twitter accounts
- Draft Q&A and key messages for spokespersons. Training of spokespersons

Objective 2:

Facilitate institutional visibility among donors and stakeholders

Tasks:

- Preparation of regional promotional material (as well as assist the different countries in developing country specific material but all in a similar format).
- Assist Country Offices in producing regular updates about ACF activities in the Middle-East
- Liaise with the different donors communication units and take part in communication working groups
- Develop national communication strategy upon request

Objective 3:

Facilitate internal communication within ACF and support to the ACF missions in the region with the assistance of a Junior Information Officer

Tasks:

- Supervise the regular provision of a snapshot on the various crisis and ACF response for internal use
- Facilitate information exchanges between missions at regional level
- Support ACF's contribution to monthly Dashboards of UNOCHA
- Contribute to formulate communication plans within proposals to donors, in order to seek for funding of communication activities
- Ensure the implementation of the visibility and communication actions included in donor contracts and assure adequate reporting to donors on this.
- Train mission staff on communication activities and provide adequate tools

Objective 4:

Human Resource management

Tasks:

- Manage and build capacities of the Junior Information Officer
- Where relevant and requested by the CD, recruitment of national communication officers in the different ACF countries and being the technical supervisor of these staff members.

	<u>Will participate in...</u>	<u>Reporting Frequency</u>
Program definition	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Will supervise communication and visibility chapter in proposals to donors
Supervise the preparation of the documents for the donors	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Ad-hoc reporting depending on requirements of donors
Writing proposal	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Visibility and communication plans
Prepare Budgets and financial reporting	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

CANDIDATE PROFILE

Academic Background	Journalist/Communications Degree
Desirable specific/ technical Knowledge:	Communication skills (drafting press releases). Photo edition, video edition. Internet and social networks. Basic fundraising knowledge.
Previous experience needed:	4+ year experience working as overseas journalist Experience in working in the humanitarian field. Having worked with INGOs and having worked abroad, preferably in the Middle East. Knowledge of the Syrian crisis and its consequences for the region
Personal requirements:	Independent, representation skills. Proactivity. Creativity. Analysis capacity.
Languages Skills:	Fluency in English. Spanish and French a strong asset. Arabic language skills desirable
Computer Skills :	Desirable text, photo and video edition
Mobility (national & international)	Frequent travel within the region (in average 2 trips per month)

JOB COMPETENCIES

Team Work	4
Organization and Planning	3
Analysis and Resolution of Problems/ Conflicts	3
Adaptability and Flexibility	3
Motivation	3
Resistance to pressure/capacity to deal with difficult situations	4
Results orientated/ working towards objectives	3
Efficient and Synthetic Communication	4
Evaluation of Values	4

