

***This job posting is open for Egyptian nationals only***

**Terms of Reference**

**Visibility/Communications Officer**

<b>Project Title:</b>	Consolidating Peace, Security and Stability in Africa
<b>Post Title:</b>	Visibility / Communications Officer
<b>Contract Duration:</b>	12 months (1 April – 31 March 2019) with possible extension
<b>Project Duration:</b>	1 April 2018 – 31 March 2019
<b>Implementing Partner:</b>	Cairo International Center for Conflict Resolution, Peacekeeping and Peacebuilding (CCCPA)
<b>Application Deadline:</b>	<b>22 April 2018</b>

**I. Background:**

The state of peace and security in Africa remains fragile. The number and intensity of armed conflict remains high, with new crises erupting and old tenuous situations relapsing back into conflict. Moreover, and despite the concerted efforts of African countries and the support of the international community, African states continue to suffer from the lack of needed capacities to respond to the wide range of transnational threats to peace, security and stability. As a result, continental and regional actors are searching for new and innovative approaches for prevention and resolution of conflicts.

CCCPA has been supported by UNDP projects funded by the Government of Japan, with the aim of strengthening its institutional capacity and providing various partners in the region with trainings to build capacities in dealing with the myriad of threats, challenges and risks to peace and security in the continent in an effective and timely manner. This new phase of the project aims to continue to respond to the increasing demand for capacity building, through training and research activities of CCCPA on the national, sub-regional, regional and continental levels.

The expected project's outputs are:

- Supporting TICAD VI outcomes.
- Enhance capacities of local African leaders for preventing radicalization and extremism leading to terrorism.
- Enhanced African capacities in peacekeeping.
- Enhanced African capacities in conflict prevention and resolution, crisis management, and peacebuilding.
- Enhance African capacities to deal with cross border challenges, including combating human trafficking and smuggling of migrants and other forms of organized crimes, such as the illicit flow of small arms and light weapons.

Under the direct supervision of the Project Manager, the **Visibility / Communications Officer** will be responsible for the dissemination of the center's communications.

**II. Duties and Responsibilities:**

The Visibility / Communications Officer's tasks and responsibilities will include but are not limited to the following:

- Prepare and update the project visibility plan and strategy in line with donor requirements, best practices and guidelines and oversee the production of high quality communications products and reports for relevant stakeholders;
- Establish regular contact with media for dissemination of all CCCPA news;
- Maintain and regularly update a database of media contacts;
- Prepare mass media for the project (print, electronic, video, radio, tv, etc) including press releases in consultation with Program Officers;
- Manage, write and edit all content for CCCPA's website ([www.cairopeacekeeping.org](http://www.cairopeacekeeping.org)) in English, and coordinate translation of content into Arabic and French;
- Coordinate internal communications to draft the monthly newsletter;
- Develop/maintain and manage CCCPA social media communications platforms (website, Facebook, Twitter, etc) and propose a sustainable long term solution;

- Support and organize various visibility campaigns including fundraising, high-level meetings and awareness-raising;
- Monitor local and international press, and research events and publications relevant to CCCPA activities in the region in order to draft and circulate news releases and press clippings to relevant staff on the thematic areas covered by CCCPA;
- Assist in translating and editing documents;
- Develop and regularly update CCCPA's graphic standards and ensure that they are being used on all promotional material and publications;
- Prepare and disseminate monthly newsletters to donors, alumni, partners, etc.;
- Create a communication and visibility database with all documents translated, produced, relevant publications, training modules, etc. Ensure adequate communication of the project's products, deliverables, objectives and results to its key stakeholders and beneficiaries;
- Undertake other relevant CCCPA communication-related tasks as required.

### **III. Competencies:**

- **Integrity:** Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- **Development and Operational Effectiveness**
  - Ability to implement communications and publications strategies
  - Advocates effectively
  - Communicates sensitively and effectively across different constituencies
  - Ability to conceptualize issues and analyze data
  - Sharing knowledge across the organization and building a culture of knowledge sharing and learning. Promoting learning and knowledge management/sharing is the responsibility of each staff member;
  - Excellent writing and oral communication skills;
  - Excellent administrative skills are required and strong qualities in working with teams.
  - Proficiency in Microsoft Office Suite, graphic design software equivalent to Adobe Photoshop and Illustrator and publishing software such as Adobe InDesign or equivalent.

### **Education**

University degree in public relations, marketing, journalism or a related field.

### **Work Experience**

At least 5 years of experience as a media or communications officer, public relations officer, marketing coordinator or journalist. Experience in copywriting and proofreading within a public relations role, online communications including developing and implementing online strategies and maintaining websites would be a strong asset.

### **Languages**

Excellent command of Arabic and English are required. A third language would be a valuable asset.

### **IV. Assessment Method**

Evaluation of qualified candidates for this position will include a substantive assessment, which will be followed by a competency-based interview with CCCPA director.

Please address applications to [applications@cairopeacekeeping.org](mailto:applications@cairopeacekeeping.org). Applications should include a full CV and letter of motivation.

Only shortlisted applicants will be contacted.

Compensation is commensurate with qualifications and experience.

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