

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

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.

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

Duty Station: Athens, Greece

Occupation: full-time engagement

COMMUNICATIONS OFFICER

JOB TITLE: Communications Officer, full time position

REPORTS TO: (i) Head of Communications 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 Non-Conventional Water Resources (NCWR) (www.gwpmed.org/ncwr). 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 involves national and international travel.

Responsibilities:

1. Implement appropriate communication tasks to assist GWP-Med in achieving the objectives of the projects under the NCWR. These will include:
 - i. From conceptualizing and drafting project briefs to developing and overseeing the production of various communication materials – reports, brochures, factsheets, videos, animations, special projects and assignments etc.
 - ii. Managing all supplier relationships in the above process, including graphic designers, videographers, printing companies, etc., including quality checks.
 - iii. Creating rich and compelling GWP-Med content for website and social media including articles and social media content.
 - 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.
2. 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.
3. Prepare reports on project communication activities, including preparation of donor reports.
4. Handle all procurement-related administrative tasks for communications deliverables by external suppliers 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.

Requirements and competencies:

- A university degree, preferably in communications 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.)
- Ability to handle a professional photo camera to document project activities.
- 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.