

ICMPD Generic Job Profile

Communications Officer¹

Functional Overview

The Communications Officer implements communications activities and outputs, outreach and visibility strategies, in close coordination with their respective manager(s), colleagues and internal and external ICMPD stakeholders. Reporting directly to the Regional Portfolio Manager, they contribute to the planning and organisation of communications activities and produce a variety of high-quality visibility items and outputs, in line with approved objectives, work plans, communications budget(s) and with partner and donor requirements and guidelines. They ensure communications activities and outputs are regularly monitored for their quality and impact, identifying issues and proposing timely solutions. As necessary, they support coordination with colleagues in ICMPD's Communications Unit ensuring alignment with ICMPD's overall communications strategy and guidelines. Working closely with the respective manager(s) and relevant colleagues, they support the development and maintenance of relationships with external stakeholders (e.g. communications focal points in EU delegations, regional media, and focal points in beneficiary agencies, where applicable). They coordinate the planning and organisation of the work of contractors, monitoring their outputs for quality and timeliness in-line with ICMPD's Regulations, Rules and Procedures, facilitating effective collaboration and coordination with internal stakeholders, as necessary.

Key Results

Implementation of Communications Activities: The Communication Strategy, Visibility Plan, and Yearly Work Plan (as applicable) competently implemented, in coordination with relevant internal colleagues and in line with partner and donor requirements, with communication activities planned and implemented according to the workplan in an efficient and cost-effective manner. High-quality communication outputs delivered in a timely and qualitative manner, with visibility outputs and online content reviewed and edited as necessary. Working closely with the respective manager(s), communications content defined, formulated and produced in-line with ICMPD's regulations and guidelines, with innovative ideas being proactively proposed. Media, press, and communications outreach effectively deployed during project events and meetings. Draft inputs to speeches, presentations and reporting activities regularly provided, as necessary.

Communications Administration: Communications activities inputs administered according to ICMPD regulations, rules, and procedures and in-alignment with donor requirements and visibility guidelines. Financial expenditures on communications activities level regularly monitored with budgetary limits being maintained and proposals suggested for the use of savings. Contracts of experts, consultants, and service providers effectively managed, performance regularly assessed, and payments made according to schedule and budget in-line with ICMPD's regulations, rules and procedures. Procurement processes initiated and monitored in-accordance with ICMPD regulations, rules, and procedures. Documentation accurately recorded and databases effectively maintained.

¹ This profile is classified at IP/LP2.

Support to Stakeholder Management: Relationships with key internal and external stakeholders proactively established, maintained, and developed to ensure that communications strategies and/or visibility plans (as applicable) are up to date and aligned with both ICMPD's and donor strategic objectives. In alignment with other team members and relevant internal stakeholders, develops and implements visibility and outreach initiatives to promote ICMPD's reputation in the relevant office and/or subject matter area. Develops and maintains a comprehensive database of contacts and stakeholders relevant to the office and/or projects within the scope of work to support current and future communications initiatives.

Contributions to Communications Development: Communication achievements reviewed with the respective manager(s), and lessons learned formulated, with substantive inputs proposed to the formulation of new communication items. Innovative communications ideas identified, and new communications concepts proactively proposed and developed. Relevant conferences/meetings/seminars/and events identified, prioritised, and coordinated to support ICMPD's visibility.

Required Expertise:

- Ability to leverage communication tools and methodologies (such as online monitoring, web analytics, surveys or other measurement tools) and to develop and analyse communications performance indicators.
- Ability to identify content opportunities and produce the relevant materials and disseminate via the most appropriate digital channels.
- Capability to identify digital trends and evaluation of emerging technologies to disseminate information on core project activities.
- Capability to successfully build networks and partnerships.
- Capability to establish good working relations with different teams and stakeholders.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of communication activities.

Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in a relevant field. A first-level university degree (Bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the Master's degree.
- Minimum of 3 years of experience in project related communication activities at the international level.
- Experience in journalism, storytelling, editing, and proofreading.
- Experience in dealing with media representatives and handling media requests.
- Experience in the identification of a relevant and appropriate social media presence.
- Strong analytical skills, including assessment of communications and outreach activities (email, social media, etc.).
- Strong organisational, drafting and communication skills.
- Proficiency in (verbal/written) English; proficiency in French and Arabic is required.
- Proficiency in the use of standard IT tools, and with graphic design programmes (Adobe Illustrator, Photoshop and In Design).