



## **Terms of Reference** for a **MIO-ECSDE Communications Officer (CO)**

<b>Duty Station:</b>	Athens, Greece (with national and international travel)
<b>Duration:</b>	One-year contract with possibility for extension
<b>Occupation:</b>	Full time engagement
<b>Suggested Grade:</b>	Programme Officer

The position reports to the MIO-ECSDE Head Officer.

### **Background and Scope of Position**

The Communications Officer (CO) will be engaged in the overall communication and visibility tasks linked with the MIO-ECSDE activities. After a period of time an advocacy role may also be combined.

### **Job Profile**

Primary responsibility will be the planning, research and creation of high-quality content for MIO-ECSDE's digital and traditional communication channels with a view to promote and support the Federation's activities and create awareness about thematic issues. The updating of the MIO-ECSDE Communications Strategy, Action Plan and Guidelines will be the starting point followed by its implementation and monitoring. Local and international travels may be required.

The main duty and responsibilities are:

#### **1. Programme Communications for advocacy and awareness**

The Communications Officer will work closely with the MIO-ECSDE Programme Officers to ensure that relevant communication materials such as news items, posts, factsheets, infographics, videos, etc. are developed and disseminated to target groups through relevant media and network channels. The Communications Officer will assist in the proposal development stage to identify appropriate communication activities for the projects. Also, she/he will, when required, prepare or edit/adapt, summaries of technical reports in layman's terms.

#### **2. Media Relations**

Develop and maintain contact information, materials and relationships with journalists and media outlets (print, TV, radio, web, etc.) in Europe, the Mediterranean, and beyond to increase coverage of MIO-ECSDE issues in the media (print, broadcast and digital). Specific activities may include:

- Draft and edit news items, press releases, human interest stories and other advocacy/information materials.
- Collaborate with the media by organizing press conferences or site visits, facilitate photo coverage and TV footage and utilize both web-based and traditional media as appropriate.
- Monitor and evaluate the use and effectiveness of media materials. Archive communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc.

#### **3. Digital Communications/Social media**

Upgrade and maintain MIO-ECSDE websites and social media sites (Facebook, Twitter, LinkedIn, YouTube, etc.) such as daily monitoring, posting and content development.





#### **4. MIO-ECSDE Brand and Communications**

Enhance MIO-ECSDE branding aspects. Ensure timely and quality production of advocacy and branding materials such as graphics, ppt presentations, circulars, annual and donor reports, picture stories, videos, etc.

#### **5. Donor Relations** (not in the early stages of the assignment)

Develop and maintain an updated list of donors and special interest groups. Assist in developing donor visit schedules/brochures, etc. Support preparation of background materials, briefs and information kits for donors and high-profile guests/visitors.

#### **6. Events/campaigns**

Assist in organizing and generating public support for MIO-ECSDE events and campaigns to promote strategic MIO-ECSDE goals. Support the communications and visibility aspects of MIO-ECSDE workshops, seminars, etc.

#### **7. Monitoring and evaluation**

Draft, implement and monitor annual and monthly planning of communications activities and content, with clear expectations and deadlines. Evaluate the impact of communication materials and advocacy events/campaigns to target audiences.

#### **8. Working relationships**

The Communications Officer will have to work closely with all MIO-ECSDE program officers on a daily basis. He/she will maintain close interaction with the MIO-ECSDE NGO Members, but also with the members of the Circle of Mediterranean Parliamentarians for Sustainable Development (COMPSUD), the Circle of Mediterranean Journalists for Environment and Sustainable Development (COMJESD), and with the communications departments of: the various EU and other Intergovernmental organizations active in the Mediterranean; governments; other regional actors; media; etc.

#### **9. Values and Ethics**

The candidate should have a high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours. He/she should also demonstrate and be exemplary in portraying MIO-ECSDE values and ethics. He/she should be a good team player. Communications must remain neutral with regard to the geo-political/political and security related sensitivities of the MIO-ECSDE projects' beneficiary countries.

#### **10. Minimum required Qualifications and other competencies**

**Education:** Bachelor's Degree in communications, journalism, public relations or a related field (required).

**Experience:** At least **three years of similar work experience** is required.

Demonstrated and extensive social media experience is an advantage.

A very good understanding of the socio-economic and political background in Europe and the Mediterranean is desired as is a working experience in an international NGO and/or on environmental issues.

**Skills:** **Excellent written and oral English communication skills are required** (Proficiency level at a minimum).

Knowledge of French and Arabic is an asset.





## Mediterranean Information Office

for Environment, Culture & Sustainable Development

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Advanced working knowledge of MS Office (Word, Powerpoint, Excel and Publisher), design and layout skills and familiarity with photo editing software (e.g. in using Adobe Photoshop, Pagemaker, other) are required (please submit related evidence e.g. certification acquired, task implemented).

### **Other competencies:** Ability to:

- Coordinate well with diverse individuals and teams and work effectively with colleagues and stakeholders to achieve results.
- Apply principles of ethics, transparency and non-discrimination.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treat all people fairly without favoritism.
- Fulfill all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Be open to change and ability to receive/integrate feedback.

**11. Foreseen annual gross remuneration:** from 20.000 to 26.000 euro.

### **12. Evaluation procedure:**

An Evaluation Committee will examine the CVs and motivation letters/videos received in relation to the minimum qualifications and other competencies listed above. Applications which do not meet the minimum qualifications will be excluded from further evaluation without notification. Only shortlisted candidates will be contacted for an interview. Applicants called to an interview may be requested to submit proof of their declared qualifications.

For further information or clarification for the post please contact Ms. Anastasia Roniotes, Head Officer, [roniotes\[at\]mio-ecsde.org](mailto:roniotes[at]mio-ecsde.org).

### **13. About MIO-ECSD:**

MIO-ECSD is a non-profit Federation of 133 Mediterranean Non-Governmental Organizations (NGOs) working in the fields of Environment and Development in 28 countries of the Euro-Mediterranean area. Our mission is to protect the Natural Environment and Cultural Heritage and promote Sustainable Development in a peaceful Mediterranean by bringing together the efforts of environmental and developmental NGOs.

In co-operation with governments, international organisations, other socio-economic partners and networks, MIO-ECSD plays an active role furthering synergies and strengthening public participation in the Mediterranean Region and its countries. Read more about our activities, projects and deliverables at [www.mio-ecsde.org](http://www.mio-ecsde.org)

