

VACANCY ANNOUNCEMENT

Position	Communication Specialist
<p>1 Person</p> <p>Communication Specialist</p>	<p>About RTI International</p> <p>Mission/Education/Experience</p> <p>RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. With a worldwide staff of more than 4,500 people, RTI offers innovative research and development and a full spectrum of multidisciplinary services. Universities in North Carolina founded RTI in 1958 as the first scientific organization in and centerpiece of the Research Triangle Park.</p> <p>RTI International is implementing the USAID-funded five-year Read Liberia Activity to improve reading outcomes of children in the early grades in Liberia. Read Liberia will work closely with and support the Government of Liberia’s efforts to improve the reading abilities of students in the early grades of public schools. RTI is an equal opportunity employer.</p> <p>RTI is recruiting Communication Specialist will work with the reading, community and monitoring evaluation and learning teams to ensure project reports are drafted on a timely basis. The Communication Specialist will be assigned at the Montserrado Head Office with travel to the field offices.</p> <p>Job Summary:</p> <p>The Communication Specialist will be responsible for establishing a vigorous communication, reporting and knowledge management strategy to raise public awareness, build demand for local innovations, increase understanding and accountability as well as motivations within client, community and local and national governments stakeholders to achieve a higher stand of participation in the creation and institutionalization of a national culture for quality early grade reading.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Provide primary communications and PR support to the Read Liberia team. • Work with technical managers/component heads to write success stories, lessons learned, and activity reports; • Ensure USAID and activity branding guidelines are adhered to; • Develop other communication tools (newsletters, pamphlets, briefs) as needed; • Assure branding plan is followed on all Read Liberia documents, reports, and public information materials; • Write articles on main activities including technical notes, best practices and lessons learned and contributions to USAID publications and local media outlets; • Contribute to the development and preparation of annual work plans, quarterly reports and other reports to USAID; edit documents; • Organize Read Liberia PR/Advocacy-related events with USAID and the Ministry of Education; • Liaise with local government communications representatives to exchange experiences and reinforce their efforts for change; • Liaise with media personnel to publicize Read Liberia events, activities, and

	<p>messages;</p> <ul style="list-style-type: none"> • Work closely with other team members to gather and synthesize activity related technical information and data for general public consumption; • Identify appropriate ways to publicize and disseminate activity related information and materials; design and develop materials and publications • Provide content for social media, news and programmatic content to radio, television, and electronic media as approved by USAID. • Develop an information resource database for Read Liberia; collect and compile materials from team members for sharing and submitting to USAID website (and Ministry of Education website, if required) • Promote knowledge sharing through the organization's processes, systems and departments/units by helping develop and strengthen links between them to facilitate exchange of information; and • Perform other tasks as assigned
<p>Qualifications</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Master's degree and 1 year of experience or Bachelor's Degree and 3 years of experience or equivalent combination of education and experience <p>Skills & Abilities:</p> <ul style="list-style-type: none"> • Experience on USAID-funded projects • Demonstrated experience with Liberian media • Excellent written and spoken English • Excellent knowledge of MS Word, Outlook, PowerPoint, Excel • Strong communication and report writing skills (USAID reporting procedures) • Ability to multi-task • Ability to work well with others and independently under tight deadlines • Attention to detail and accuracy
<p>To Apply</p>	<p>Applicants are requested to send:</p> <ul style="list-style-type: none"> • A motivation letter and updated curriculum vitae to: jobs@readliberia.rti.org • Address your application to: Human Resources Department RTI International/USAID Read Liberia MK Kafel Building, Gardner Avenue Btw. 16th & 17th Streets, Sinkor 1000 Monrovia, 10 Liberia • Interested applicants may submit hard or soft copy application • In the subject line of your email and applications, please list Communication Specialist • Only shortlisted applicants will be contacted
<p>Deadline</p>	<p>July 16, 2018 at 5:30 PM</p>