

## **Terms of Reference Communications and Knowledge Officer**

**Position:** Communications and Knowledge Officer

**Location:** Monrovia

**LoE: Initially** 24 months (with the possibility to extend)

**Start Date:** ASAP

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Solidaridad West Africa is recruiting a Communications and Knowledge Officer for the European Union funded Liberia Cocoa Sector Improvement Programme (LICSIP) to lead the production of communication materials to effectively support the advancement of the programme and the overall SWA goals, conveying its mission to diverse stakeholders and to provide an overarching communication, knowledge documentation and dissemination within Liberia.

### **Project Background**

The Liberia Cocoa Sector Improvement Programme has the following five objectives:

- Improved farm-level sustainable production and productivity;
- Improved cocoa sector regulatory and institutional framework;
- Enhanced capacity of sector governance structures;
- Improved vertical market integration, access and visibility of Liberian cocoa;
- New employment for youth and women along the cocoa value chain.

Solidaridad will work with relevant stakeholders and partners across all five objectives.

### **Position Background**

The Communications and Knowledge Officer will lead the production of communication materials to effectively support the advancement of the EU programme and SWA goals and to convey the Organization's mission to diverse stakeholders and provide an overarching communication, knowledge documentation and dissemination within Liberia.

### **Main Tasks**

The main tasks of the Communications and Knowledge Officer will be:

- Develops, supports and promotes Solidaridad's goals and programme, including message development, social media content creation and media outreach
- Develops and executes country programme communications strategy.
- Evaluates, creates and/or updates communication materials (internal/external, print and electronic): writing articles, brochures, flyers, contribute to website content, etc.;
- Collects, disseminates and oversees production of video materials for the country programme as required
- Leads in conducting awareness raising campaigns, events, information dissemination workshops, etc. for targeted groups

- Undertakes periodic field visits to monitor programme implementation and liaise closely with target groups
- Builds and sustains a network with key media partners and represent the programme manager/Country Representative at all stakeholder meetings and events
- Co-operates with and ensures regular contacts and dialogue with the local communities, relevant organisations, non-governmental bodies and persons within the programme/project's environment as well as with other projects in order to enhance and maintain good working relationships
- Develops a repository for communication materials and train colleagues on communication tools that ensures the right information is produced for internal documentation, knowledge sharing and external dissemination
- Any other official duties assigned by your Line Manager.

### **Knowledge, Skills and Abilities/Attributes (Competencies)**

#### **Knowledge & Skills**

- Strong organizational and analytical skills.
- Background in strategic communication for effective information provision at a project/programme level.
- Competence in communications for policy influence.
- Experience in media relations.
- Experience in developing knowledge products
- Development background preferred.
- Social media savvy
- Excellent command of MS-Office
- Good working knowledge of modern telecommunication systems

#### **Attributes**

- Proactive
- Attention to details
- Analytical and critical thinking
- Ability to prioritize and multi-task.
- Problem solver
- Self-motivated

#### **Formal education and experience**

- Master's degree in relevant development field, communication, public relations, project management and other related discipline
- Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems
- Minimum 3 years of proven experience in working on communications, knowledge management and advocacy work is a must

- Working experience in other reputable organizations (international organizations, consultancies, bilateral agencies etc.)
- Specialized courses in EU programming of foreign assistance, management, leadership, ethics, communication tools and various specialized databases and computer programs will be added advantage

## Reporting

- The Communications and Knowledge Specialist will report to the Country Representative

Interested candidates can send a one-page motivation letter (addressed to the Administrative Manager, Solidaridad West Africa) and a resume in English to [vacancies.li@solidaridadnetwork.org](mailto:vacancies.li@solidaridadnetwork.org) and state "Application: **Communications and Knowledge Officer**" in the subject line. **The closing date for applications is Monday, January 15, 2018.** For more information about Solidaridad please visit our website: [www.solidaridadnetwork.org](http://www.solidaridadnetwork.org).

Only candidates who are under consideration will be contacted for an interview.