

Job description

I. Job details

1. Department	Programmes
2. Country / Location	/
3. FundsPro cost allocation	(e.g. 000017.2.1.)
4. Job name	Communication Officer (m/f/d)
5. Title of job holder	
6. Salary Group	SG 6
7. Immediate superior (in disciplinary matters)	(e.g. Country Director / Head of Project, Head of Finance etc.)
8. Subordinate position(s)	
9. Representation	
represents	to be decided on relevant occasions
is represented by	to be decided on relevant occasions
10. Contract period	

II. Objectives, duties, areas of responsibility

1. Objectives of the position

The aim of the position is to act as focal person for both internal and external communication concerning the work of Welthungerhilfe in the country of assignment.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

- Reviewing all existing brochures and leaflets prepared by Welthungerhilfe in the country
- Develop and maintain good links with the media; organize media events
- In consultation with the systems developer manage the landing page of Welthungerhilfe country program; ensure regular posting of information; ensure page is up to date, accurate and compelling
- Write and produce high quality communication materials, and effectively communicate these across key audiences; while ensuring that they conform to Welthungerhilfe standards and promote the image and objectives
- Be the focal person for both internal and external communication
- Liaise with the marketing and communications departments at the head office in Bonn, Germany on the required information for public relations
- Get familiar with the visibility strategy of Welthungerhilfe as well as donor needs
- Regularly obtain briefing from the Programmes Department about the status of the projects and requirements of donors in terms of visibility
- Make regular field visits to ensure that visibility strategy is being complied with
- Produce short videos and audios for internet publishing
- Produce good quality pictures for publishing purposes
- Conduct interviews with beneficiaries and write down success stories that can be used in publication materials
- Preparation of Power Point Presentations and handouts of the current work done by Welthungerhilfe that can also be used in meetings with donors and other stakeholders
- Produce, together with the Programme Department communication strategy document
- Assist field teams by giving ideas on useful visual publication materials for beneficiaries.
- If necessary, train field officers on how to use cameras & GPS
- Adhere to the Welthungerhilfe principles & policies as laid down in its constitution and maintain a spirit of cooperation with Welthungerhilfe staff, other NGOs, project partners, local authorities, etc.

2.2 Duties without own area of responsibility

- Fulfillment of any other tasks which are assigned by the management and correspond in general with the character of this position

2.3 Specific Activities and duties of the position

To be filled in or described individually by the Country Director or immediate superior

III. Job requirements

1. Knowledge/ Qualifications

- 1.1 Professional/ formal qualification
Training as described above with additional qualifications (e.g. technician, trainee programme, vocational college)
- 1.2 Job-related professional experience
2 to 5 years' professional experience working in the global South
- 1.3 Foreign language skills
Ability to communicate in a world language

2. Social skills

- 2.1 Social skills
Communicates and liaises with others
- 2.2 Capacity for teamwork
Ability to work in a team

3. Disciplinary Leadership of staff

None

4. Responsibility

Activity based on instructions, scope of action within the assignment