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| **Communication Officer, Save The Children, Côte d’Ivoire** | |
| **UNIT / PROGRAM:** REVE | **LOCATION:** Abidjan with field missions |
| **GRADE** : Officer | **TYPE OF POST :** National |
| Child Protection  Level 3 - The responsibilities of this position may require regular contact or association with children or young people in general. | |
| **PURPOSE OF THE JOB:**  He/she will be responsible for supporting the communications and visibility activities of the REVE project. He/she will present in documentary form the localization process supported by Save the Children (capacity building of national NGOs to enable them to receive funding directly from USAID or any other donor). He/she will support the coordination of various communication actions. He/she will also mobilize the involvement of strategic actors in the project, as well as the human resources needed for the effective and efficient production of communication products & elements that will increase the visibility of the achievements, impact and innovations under the REVE project. He/she will also amplify the project's events and highlights on the social networking pages & other digital platforms of Save The Children and project partners. Beyond these priority tasks, the Officer will assist other REVE project areas or in various administrative tasks directly or indirectly linked to his/her activities and to the REVE project. | |
| **SCOPE OF THE ROLE:**  **Under the supervision of:** REVEDCOP  **Employees reporting to this position:** None | |
| **KEY RESPONSIBILITIES :**  **Communication and Knowledge Management –** Provide technical support in terms of proposing and implementing communications strategies (especially on the project localization process), positioning and visibility of the REVE project and the Save the Children country office in terms of the positive changes achieved for children.  In detail, the responsibilities of this position fall into the following main areas, without being exhaustive:   * Produce a documentary to capitalize on Save the Children's achievements in supporting NGOs supported by the REVE project in the localization process (**brief summary of localization, video on localization**); * Support initiatives to develop and implement communication and visibility strategies on the achievements and lessons learned from the REVE project (**presentation prepared for both national and international conference, update and debate on REVE presentation/activities at conferences, etc**.). * Support the project in documenting the achievements since the start in 2015 until the end in September 2024 (**best practices, lessons learned, case studies, produce short global prospective and retrospective videos [5 minutes maximum] relating to the various REVE project interventions, information sheets on REVE, prospective and retrospective files or brochures, etc.**) resulting from the implementation of the programs. * Support the achievement of the REVE project's communications objectives. * Follow up with program managers on the production of success stories. * Monitor and ensure regular production of partner newsletters. * Ensure the collection of information on the various activities in order to vulgarize them on the organization's platforms (social networks included). * Organize REVE's COP23 meetings (**Publicity materials for closing meeting, Coordinate media coverage & media monitoring of project activities, Results documents prepared for ministry and government stakeholders, etc.**). * Contribute to the production of a quarterly bulletin/newsletter on the project. * Facilitate a photo shoot of project beneficiaries. * Facilitate the creation of a quality photo library for the project. * Disseminate communication and visibility tools to our target audiences, e.g. collection of testimonials from beneficiaries, etc. * Participate in and support project coordination/management initiatives (team meetings, etc.) as and when required. * Promote the donor's graphic charter, and ensure that it is used in accordance with the donor's requirements by REVE project partners and staff. * Ensure the use of logos (donor, project, Save The Children, partners) on all documents for the project team and partners. * Communicate the new consent form to partners   **Policies and procedures**   * Be familiar with SCI's graphic charter, share it and ensure that staff respect the use of the SCI logo; * Participate in the implementation of child protection rules in collaboration with his/her supervisor; * Know and respect SCI's procedures for drawing up agreements with partners, placing orders and contracts, fraud, etc.; * Contribute to meeting commitments made to financial partners. | |
| **COMPETENCIES AND BEHAVIORS (our values in practice)**  **Responsibility:**   * Supports the implementation of REVE and Save The Children communication initiatives in Côte d'Ivoire   **Ambition :**   * Sets ambitious and challenging goals * Seeks personal development * Generously shares her personal vision of the REVE project and Save the Children,   **Collaboration :**   * Shares tools with the rest of the team, with external members, partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to   **Innovation :**   * Develops and encourages new and innovative solutions * Willing to take calculated risks   **Integrity:**   * Honest, promotes clarity and transparency | |
| **QUALIFICATIONS AND EXPERIENCE**   * At least 3 years' management experience in communications, audiovisual production, social networking and digital content production. * Excellent written and oral communication skills. * Ability to persevere and organize in a fast-paced environment with constantly changing variables. * Willingness and ability to travel frequently throughout the year and complete all content production assignments. * Good computer skills, especially knowledge of office software (Word, Excel, PowerPoint, etc.). * Knowledge of editing software (Photoshop, Illustrator, etc.) would be an asset. * Excellent cultural skills and ability to work well in an international environment with people from diverse backgrounds and cultures * Ability to present complex information succinctly and convincingly * Commitment to Save the Children's goals and values  |  |  |  | | --- | --- | --- | |  |  |  | | **Qualifications** | * University degree of at least Bac+4 in information and communication sciences, or other equivalent qualifications |  | | **Experience** | * Experience in developing and implementing communication strategies; * Experience in documentary production; * Proven experience (at least 3 years) in communications management in a humanitarian or development organization; * Experience in the field of children's rights governance; * Experience in producing materials and developing relevant communication messages. |  | | **Competencies** | * Fluency in English (a strong asset). * Demonstrate technical mastery of Save the Children's thematic areas of intervention according to the three breakthroughs: Survive, Learn and Be Protected; * Ability to assimilate quickly the issues related to the position; * Ability to analyze and formulate communication messages; * Excellent writing and synthesis skills; * Independent thinking; * Ability to prioritize tasks in own agenda and to be proactive; * Proficiency in the use of IT tools, in particular standard software such as Word, Excel, PowerPoint, Photoshop and Publisher, etc.; * Computer graphics skills (mastery of DTP software); * Good knowledge of social networks |  | | **Personal quality**  **Desirables** | * Stress resistance * Always focused on stimulating results * Proactive and innovative * Autonomous and rigorous * Ability to work as part of a team, sociable and easy to get on with * Ability to write * Ability to communicate clearly and directly * Flexible enough to work in a fast-changing organization * Willingness and ability to take constructive suggestions on board * Values the respect of identified deadlines when designing and implementing initiatives * Sound knowledge of children's rights and universal human rights principles; * Professional experience with other agencies, NGOs and the media * Strong knowledge of the English language * Experience of working in multicultural environments. |  | | |