

**Preliminary Job Information**

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| <b>Job Title</b>                          | <b>COMMUNICATION MANAGER</b>   |
| <b>Hierarchical link</b>                  | <b>DEPUTY HEAD OF MISSION PROGRAMS</b>   |
| <b>Functional link</b>                    | <b>HQ COMMUNICATION OFFICER</b>  |
| <b>Country &amp; Base of posting</b>      | <b>LIBYA BASED IN TUNIS (TUNISIA)</b>  |
| <b>Creation/Replacement</b>               | <b>REPLACEMENT</b>   |
| <b>Closing Date</b>                       | <b>20/06/2022</b>  |
| <b>Application submission Information</b> | <p>Please send your CV, Cover letter and contacts details (IN ENGLISH) to:<br/> <a href="mailto:lby.recruitment@premiere-urgence.org">lby.recruitment@premiere-urgence.org</a><br/>           Mention “ COMMUNICATION MANAGER + Your name ” on the email application title, before<br/>           NB: Kindly note that due to the urgency of the vacancy, selection will start before ending date.</p> |

**Job Description**
**Overall Objective**

The Communication manager creates, implements and supervises communications activities related to the operations of the Libya mission of Première Urgence Internationale (PUI).  
 Reporting to the Deputy Head of Mission for Programmes (DHOMP) and with the technical support of the Communications Officer at headquarters, his/her objectives are to disseminate PUI activities in Libya and to provide support to operations through communications strategies.  
 S/he works close to the Programs team on the field to develop communication materials and dissemination strategies to strengthen PUI visibility among local communities and stakeholders.  
 S/he supports the DHOMP and Head of Mission in managing relationships with donors.

**Tasks and responsibilities**

- ▶ **Thematic n°1:** The Communication manager develops and implements communication strategies to enhance PUI visibility.
- ▶ **Thematic n°2:** Produce content to feed the organization's communication channels, visiting the project sites in Libya on a regular basis.
- ▶ **Thematic n°3:** Support the mission in donors' relationship.

**Specific objectives and linked activities**
**1. DEVELOP AND IMPLEMENT COMMUNICATION STRATEGIES**

- ▶ Reporting to the Deputy Head of Mission for Programs and his/her referent at headquarters, define and implement communication strategies to increase the visibility of PUI activities in Libya.
- ▶ Coordinate with the programs team to identify contents to raise PUI visibility publicly and propose communication actions.
- ▶ Cover PUI's activities in Libya and disseminate relevant information to target audiences.
- ▶ Manage the budget allocated to communication and visibility, ensuring compliance with donors requirements
- ▶ Develop, implement, and supervise the communication plan of the mission

**2. PRODUCE CONTENT TO FEED THE ORGANIZATION'S COMMUNICATION CHANNELS, VISITING THE PROJECT SITES IN LIBYA ON A REGULAR BASIS**

- ▶ With the validation of the Head of Mission and the Communication department at headquarters, produce or coordinate the production of communications content (photos, reports, articles, videos, success stories...) on a regular basis to feed the organization's communication channels. To this extent, the candidate is expected to conduct regular field trips to the projects' sites in Libya
- ▶ Manage the mission social media, coordinating proactively with the programme team to ensure regular posts and updates are

published, following a publication schedule.

- ▶ Adapt the production of content to the distribution channels for each initiative, in conjunction with the communication department at headquarters.
- ▶ Update regularly mission's leaflets and fact sheets

**3. SUPPORT THE MISSION IN DONORS RELATIONSHIP**

- ▶ Support the DHOMP and HOM to prepare meetings with donors
- ▶ Support the organization of donors' visits to the site of activities
- ▶ Contribute to internal and external reporting requirements, complying with donors' rules and regulations

**4. OTHER TASKS**

- ▶ Documents proofreading and documents layout editing
- ▶ The Communication manager may be requested from time to time to provide support in translating internal documents from Arabic to English and vice versa.
- ▶ S/he might be requested to manage services providers (such as translators, web site developers among others)
- ▶ S/he might be requested to provide support with digital archiving of programme documents

**Required Profile**

**Required knowledge and skills**

|                                       | <b>REQUIRED</b>   | <b>DESIRABLE</b>   |
|---------------------------------------|---|--|
| <b>TRAINING</b>                       | <ul style="list-style-type: none"> <li>▶ University studies in communication or journalism</li> <li>▶ Experience as photographer and/or video maker (including production and editing)</li> </ul>   |  |
| <b>PROFESSIONAL EXPERIENCES</b>       | <ul style="list-style-type: none"> <li>▶ Experience at least two years in a similar position as a journalist or communications officer Experience with script writing</li> </ul>  | <ul style="list-style-type: none"> <li>▶ Experience with an international non-governmental organization</li> </ul>                                       |
| <b>KNOWLEDGE AND SKILLS</b>           | <ul style="list-style-type: none"> <li>▶ Excellent photography and/or video skills</li> <li>▶ Excellent social media management skills</li> <li>▶ Good judgment of ethical aspects of communication, copyright and legal aspects</li> <li>▶ Teamwork</li> </ul> | <ul style="list-style-type: none"> <li>▶ Identification with PUI's mandate and values</li> <li>▶ Knowledge of the Libyan humanitarian context</li> </ul> |
| <b>LANGUAGES (SPOKEN AND WRITTEN)</b> | <ul style="list-style-type: none"> <li>▶ Fluent in English (written and spoken)</li> <li>▶ Arabic</li> </ul>  | <ul style="list-style-type: none"> <li>▶ French</li> </ul>   |
| <b>SOFTWARE</b>                       | <ul style="list-style-type: none"> <li>▶ Microsoft Office</li> <li>▶ Adobe Creative Cloud (Photoshop, Premiere, Illustrator, InDesign, etc.)</li> <li>▶ Final Cut</li> <li>▶ Canva</li> </ul>   |  |

**Required Personal Characteristics (fitting into the team, suitability for the job and assignment)**

- ▶ Willingness to travel frequently to Libya
- ▶ Ability to work independently, take the initiative and take responsibility in a proactive approach
- ▶ Self-motivated, flexible and adaptable to the needs of the team and organization
- ▶ Strong commitment in humanitarian principles
- ▶ Good analytical skills
- ▶ Organisation and ability to manage priorities and varied workload
- ▶ Ability to guarantee effective and timely outputs
- ▶ Problem solving and leadership skills
- ▶ Ability to work and manage professionally and maturely
- ▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

| <b>Conditions</b>   |
|---|
| <b>Status</b>   |
| EMPLOYED with a Fixed-Term Contract   |
| <b>Compensation</b>   |
| MONTHLY BASIC INCOME: from 4201 up to 4915 Dinars depending on the experience |
| <b>Benefits</b>   |
| ▶ PAID LEAVES POLICY : 2 of paid leaves per month                             |

PUI's capacity to ensure the protection of and assistance to migrants, refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation PUI's values and Code of Conduct, Child Protection Policy, and prevention of sexual exploitation, abuse and harassment.

PUI does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

PUI conducts thorough and comprehensive background checks and reference checks as part of the recruitment process.

Any non-respect of rules and responsibilities mentioned above in the Job Description, might be assimilated to a professional fault and could lead to any kind of sanction.

PUI is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.