



VACANCY ANNOUNCEMENT

VACANCY No:	2016/2
Project Title:	Employment Intensive Investment Programme for Jordanian and Syrian Refugees
Position Title:	Communications, Community Development & Monitoring Officer
Grade of the post:	NOB
Contract Type:	Fixed-Term appointment
Duty Station:	Amman- Jordan
Duration of Post:	12 months (Renewable)
Organization unit:	Regional Office for Arab States
Deadline of application:	17 May 2016

Jordan, through its Compact presented at the February 2016 London Conference “Supporting Syria and the Region” has now pledged to deliver up to 200,000 working permits to Syrian refugees.

While envisaged investments and expanded trade in Jordan resulting from the London Conference will create jobs in the long term, it is of crucial importance to allow for both Syrian refugees and vulnerable Jordanians to secure decent livelihoods in the meantime. To this end, it is proposed to implement Employment Intensive Investment Projects that link decent work with asset creation / maintenance in the communities.

Against this backdrop, the ILO, is launching its “Employment Intensive Investment Project for Jordanians and Syrian Refugees” in June 2016. The project that will be funded by KFW (federal Reconstruction Credit Institute) with a total budget of 20 m Euros aims to improve living conditions for Jordanians in host communities and Syrian Refugees through increased employment and improved infrastructure. The project has two key objectives: i) Improved rural infrastructure through the use of employment intensive methods; and ii) improved employability and access to the labour market for women and men Syrian refugees.

The Communications, Community Development & Monitoring Officer will directly report to the Chief Technical Advisor. S/he will be guided and will closely coordinate with the Regional Communication Officer and M&E Officer in the Regional Office for Arab States (ROAS) on communications and monitoring related matters, respectively and will be technically guided by the Senior Skills Specialist on the Community Development related aspects.

1. Duties and responsibilities:

Communication

- Serve as focal point for the project newsletters and information materials, in close coordination with the communications team in ROAS, Beirut.
- Collect and coordinate information materials for dissemination.
- Select and abstract information materials including photographs and follow-up with relevant project staff to clarify and check information obtained.
- Participate in the organization and preparation of special press conferences and meetings for the project.
- Respond to requests for information and general inquiries on the project activities and its objectives.
- Develop a communication and advocacy strategy for the project, in close consultation with communication team in ROAS, and in coordination with the donor.
- Write articles, fact-sheets, and success stories about the project activities in line with the advocacy strategy.
- Edit speeches, official statements and articles as required by the project team.

Community Development

- Oversee the implementation of project outcome 2 related to skills development; and ensure the delivery of the outputs and activities in line with its workplan
- Organize community outreach workshops in the targeted governorates

Monitoring

- Support the implementation of the M&E activities of the project with guidance from and in close coordination with the Regional M&E Officer;
- Assist the CTA in monthly, quarterly, and annual progress reporting on all project activities with relation to M&E framework;
- Collect data within the project M&E framework indicators;
- Perform other duties as assigned by the CTA

2. Qualifications requirements: education, language, experience and competencies.

Education

First level university degree in information science, or communications, international relations or journalism.

Language

At least three years of professional experience in the relevant occupational area.

Experience

Excellent command of English working language of the office and good knowledge of Arabic.

Competencies – Good knowledge of automated information systems applicable to information networks, information management and dissemination, Internet, Intranet, and web site creation and management. Good knowledge of electronic search and retrieval methods and techniques. Good knowledge of the office's programming matters and activities. Up-to-date knowledge and understanding of technological advancements in the area of work. Excellent analytical skills. Ability to provide users with effective and timely reference and information services. Ability to communicate effectively both orally and in writing. Excellent drafting skills. Good negotiation skills. Ability to clarify and respond to user needs. Good organizational skills. Good presentation skills. Ability to work on own initiative as well as a member of a team. Ability to deal with people with tact and diplomacy. Must display a high standard of ethical conduct and exhibit honesty and integrity. Proven ability to train and supervise staff.

CONDITIONS OF EMPLOYMENT

Pensionable Salary: JOD 34,025 p.a

Annual Base Salary: JOD 27,205 p.a

Allowances and benefits

UN Pension Scheme

Health Insurance Scheme

30 working days' annual leave

Family Allowance

How to apply:

Perspective candidates will be interviewed and may also be required to sit for a written examination. Ability should send their Curriculum Vitae/resume to:

RECRUIT-ARABSTATES@ilo.org by indicating the above-mentioned vacancy number.

Applications must include precise information on education, work experience (name of organization, starting and ending dates, work performed, name of supervisor and contact), and other relevant experience and skills.

* * * * *