1. **Introduction**: general information about the context in which the official will work / background on the project:

The project is funded by the EU Trust Fund and links to CPO TUR 159 (Policies and programmes implemented by constituents aimed at protecting migrant workers’ rights and promoting decent employment for the Syrian refugees and migrant workers -Outcome 9).

The project is based on three specific objectives, further reinforced by cross-cutting actions, to facilitate the early entry of Syrian refugees and Turkish workers from host communities into the labour market and to help them develop, strengthen and upgrade their skills and competences as required. In addition, the project will support both communities where relevant through entrepreneurship training and business services development, supporting of active labour market policies, leveraging opportunities identified by regional development agencies, private sector actors and value chain analysis methodology.

The project builds on ILO interventions on the Syrian refugee crisis in Turkey since 2014, promoting comprehensive short- and medium-term employment-rich measures to be implemented within the framework of Turkey’s overall response and the Regional Refugee and Resilience Plan (3RP).

Three integrated objectives of the project are to:

- Increase the availability of a skilled, competent and productive labour supply to facilitate access to decent work for Syrian refugees and Turkish host communities.
- Promote an enabling environment for business development and economic growth in identified sectors and geographic locations to address job creation and stimulate entrepreneurship opportunities for Syrian refugees and Turkish host communities.
- Provide support to labour market governance institutions and mechanisms in implementing inclusive development strategies.
Pilot provinces of the project are Ankara, İstanbul, Bursa, Konya, Gaziantep, Şanlıurfa, Adana, Mersin, Hatay.

The ILO will be operationally and technically responsible for the referred project which will be implemented and managed by the ILO in close cooperation with International Organisation for Migration (IOM), national authorities and social partners. The Communications Officer will closely work with the National Project Coordinator and will undertake the below mentioned duties.

2. Reporting lines:

The Communications Officer will report to the Director of the ILO Office for Turkey.

3. Main duties and responsibilities:

1. Further elaborate and detail the draft Communication Strategy and Plan of the project, which is an annex to the project agreement, and manage its implementation.
2. Design and implement all outreach activities of the project including preparation of project visibility products.
3. Ensure visibility of the project in coordination with DCOMM and in line with ILO and EU visibility rules.
4. Maintain a project beneficiary/constituent/partner/participant list and regularly update the relevant partners on project activities.
5. Coordinate the awareness raising campaign in collaboration with the relevant consultants.
6. Establish and update the project’s electronic/social media tools (e-newsletter, project social media accounts etc.).
7. Liaise closely with the IOM’s communication team to ensure coherence of the communication activities implemented by ILO and IOM.
8. Liaise closely with other communication officers within the Office, and provide support to other projects’ visibility and communication activities when necessary, especially in the same policy area
9. Review and edit all project materials including brief notes, reports and activity reports.
10. Draft news releases, correspondence or other information publications, and assist with the distribution of information materials.
11. Edit, write or rewrite articles, newsletters or other information materials as required.
12. Participate in the organization of seminars, conferences and meetings.
13. Contribute to the office-wide communication and ILO Ankara website
14. Perform other duties as may be assigned by the Director of the ILO Office for Turkey.

Qualifications requirements:

Education
- First level university degree in communication, journalism, international relations, political science, social science or any other related field.

Experience
- At least two years of professional experience at the national level in public information or related fields of work.

Specific professional experience
- Experience in policy advocacy, communication, awareness raising campaigns, writing news stories, coordination among national, local and international actors in national and/or international settings, organization of events.
- Experience in production of information materials (online print, audio-visual, etc.).
JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

Instructions:

1. This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.
2. Time frame required by HRD to review the JD: minimum two weeks

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- Experience in visibility and communications for EU-funded projects will be an asset.
- Experience in working with vulnerable groups and/or refugees will be an asset.

Languages
- Excellent command of English and Turkish (oral and written)

Competencies
- Good writing skills.
- Good interpersonal and communication skills.
- Ability to adapt message to culturally diverse audiences.
- Knowledge of the ILO’s mandate and its programme of activities as well as social partners and actors in the sector.
- Good analytical skills.
- Good knowledge of computer applications for information collection, information management and dissemination.
- Ability to work on own initiative as well as a member of a team