ICMPD Job Profile
COMMUNICATION OFFICER[1]

Functional Overview

As part of ICMPD's West Africa (WA) Regional Office in Abuja, working in close cooperation with the Senior Project Manager of SMiWA, other project team members and liaising with ICMPD's Corporate Communications Unit (COMMS) at Headquarters, the Communication Officer implements and monitors the Communication and Visibility Plan and actions of the project within the WA Portfolio. In line with ICMPD's overall corporate communications strategy, s/he implements communication activities and produces a variety of outreach and visibility items and outputs aligned with the approved project's objectives, work plan and available communications budget and in line with partner and donor visibility requirements and communications guidelines. S/he produces high-quality communications outputs (including infographics and text/layout for newsletters etc.) within the assigned project, enabling effective media pitches and positive media coverage.

Key Results

Implementation of the Project Communication Plan: All communication-related activities implemented within the framework of the Communication and Visibility Plan and effectively coordinated with all stakeholders. Implementation of these activities underpinned by effective outreach, communication and project visibility activities as determined by the Senior Project Manager. A database of relevant media organisations established and maintained together with the communication and media contacts within these organisations.

Implementation of Project Communication Operations: Communication activities ably implemented and organised with a variety of visibility items and compelling outputs being produced, ensuring consistent messaging across all media platforms, as specified in the Communication and Visibility Plan. All activities systematically aligned with the approved project's objectives, work plan, available communications budget, and in line with partner and donor visibility requirements and communications guidelines. Effective technical contributions combined with solid writing skills provided to the timely production of fact-based communication outputs within the project's portfolio. Media outputs and performance systematically measured. Liaison with ICMPD's Corporate Communications Unit (COMMS) undertaken to ensure outputs are aligned with the Organisation's overall communications strategy and format.

Support to Stakeholder Management: A proactive approach adopted in the maintenance of a dialogue between the project and partners to ensure that the scope and direction of communications activities remain relevant and engaging for the achievement of the intended results. Communications

[1] This project profile is classified at LP2

support creatively designed and organized to ensure the success of projects events, meetings, workshops and other activities with a focus on visual and promotional content to ensure the effective enhancement of the reputation of ICMPD's role and activities in West Africa.

Contributions to Development of Communication Initiatives: In collaboration with the Senior Project Manager concepts proposed for the effective use of emerging digital trends in the field of communications to support a cutting-edge approach to the creation and dissemination of information regarding ICMPD's project portfolio in the Region.

Required Expertise:

- Ability to leverage communication tools and methodologies (such as online monitoring, web analytics, surveys or other measurement tools) and to develop and analyse communications performance indicators.
- Ability to identify content opportunities and produce the relevant materials and disseminate via the most appropriate digital channels.
- Capability to identify digital trends and evaluation of emerging technologies to disseminate information on core project activities.
- Capability to successfully build networks and partnerships.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of communication activities.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work or equivalent.
- Minimum of 3 years of experience in project related communication activities at the international level.
- Experience in dealing with media representatives and handling media requests.
- Experience in the identification of a relevant and appropriate social media presence.
- Excellent organisational, drafting and communication skills.
- Experience with graphic design programmes (Adobe Illustrator, Photoshop and In Design).
- Proficiency in (verbal/written) English; proficiency in French is an asset.
- Proficiency in the use of standard IT tools.