



## **KAFA (enough) Violence and Exploitation**

### **Job Opening: Communication/Advocacy Officer**

Within the frame of the program of “Good Health for All: Capacity Development and Advocacy on Sexual and Reproductive Health and Rights Policies” implemented by KAFA (enough) Violence and Exploitation in partnership with Save The Children Sweden and funded by the European Union, KAFA is seeking to employ a communication/advocacy officer to join the team working on preparations for the Advocacy Campaign, assisting in establishing child friendly spaces in the 14 impact areas of the project.

#### **Main Responsibilities include:**

- To document the process of preparation of the Advocacy Campaign and the activities
- To deliver high quality local, national (and in some instances international) media coverage for the Advocacy Campaign by researching stories, writing and placing stories, writing press releases, media briefings
- To monitor and to evaluate media coverage generated and to draw lessons to improve coverage
- To work with programme and partner staffs to plan and develop communications and campaigns' material in print, audio visual, and electronic to achieve the project's objectives
- To write & produce content - for the website and external media outlets such as Facebook sub-pages, e-actions, emails, and web pages
- To build and maintain excellent relationships with key media players, journalists and broadcasters in Lebanon
- To work closely with partners organizing and implementing activities within the frame of the campaign
- To maintain excellent relationships with allies
- To plan and prepare meetings with partners and allies
- To plan and assist during workshops organized for children
- To assist children in developing one minute messages on their right to receive information
- To assist in establishing child friendly spaces in the 14 impact areas of the project
- To develop success stories of children
- To work under the supervision of KAFA and Save the children's project

coordinator

- To insure the office is kept informed of any local change which is of vital interest

**Required qualifications:**

- University degree in journalism, communication art, media, external relations or related field
- Experience required: 2 to 3 years
- Excellent writing and communication skills in Arabic and English
- French is a plus
- Considerable experience of working with or in the media
- Knowledge of local, national and international media (including press, internet, print) and a track record of success and achievement in media work
- Strong knowledge of the digital media space including emerging technologies and understanding of digital media tools and demonstrated success of implementing digital media work
- Proven communication skills:
  - Written - able to write for different audiences and experience of editing newsletters and
  - Verbal - excellent interpersonal and presentations skills
- Proven ability to create functional and user-friendly communication mediums (eg. Websites, audio/video, DVD's, print etc)
- Knowledge of current digital techniques and tools
- Proven conceptual and creative thinking skills to develop engaging communications that deliver on campaign objectives
- Attention to detail and ability to prioritize tasks to meet tight deadlines
- Ability to gather information, collate and systemize for effective communication
- Proven analytical skills to ensure proper monitoring, evaluation and learning
- Good project management skills
- Excellent interpersonal skills
- Good facilitation, influencing and persuasive skills, with ability to build strong, credible relationships and to communicate and transfer information to a variety of audiences
- Team-work skills

The position is offered on a **part-time basis; the communication/advocacy officer will work from April 15th until September 15th 2012.**

**For more info about the project, please visit: <http://mena.savethechildren.se>**

Interested candidates should send a CV and a motivation letter to [maria.semaan@kafa.org.lb](mailto:maria.semaan@kafa.org.lb) specifying “Communication/Advocacy Officer” in the subject line by **April 10, 2012 latest.**