



Terms of Reference

Information and Communication Assistant (Group II)

Department:	Information and Communication	Duty station:	(Ukraine/Kyiv)
Job title:	Information and Communication Assistant (Group II)		

Supervisory roles, back-up and replacement to be established by the HoO (Head of Office) (cf. updated organisation chart).

1. Job summary:

The jobholder will carry out activities that ensure that the general public, beneficiaries, DG ECHO partners, local and national authorities as well as regional organisations are informed of the nature and extent of the humanitarian operations funded by the European Commission. The jobholder will contribute through his/her work to enhance the visibility and knowledge of DG ECHO operations funded in the region.

2. Responsibilities & Tasks:

Within delegated authority, the Information and Communication Assistant (Group II) will be responsible for the following tasks:

Media

- Prepares media briefings relating to DG ECHO's humanitarian actions;
- Drafts press releases;
- Sets-up and keeps up-dated a data base of media contacts of the region concerned;
- Contributes to the organisation of media visits to DG ECHO-funded projects, in collaboration with operational partners;
- Contributes to the organisation of media aspects in the context of EU senior officials visits to the region;
- Provides DG ECHO with an analysis of the media in the region.

Specific duties for the senior level Information and Communication Assistant

- Provides relevant advice and support to DG ECHO country teams and partners;
- Liaises and maintains regular and proactive contacts with the international and local press, ensuring that they are briefed on key DG ECHO messages, events, decisions and missions;
- Prepares flash reports on major events in the region with humanitarian implications and in particular, on developments with a potentially high media profile.

Information and communication

- Participates in the formulation of the Regional Office Annual Work Plan, the Regional Communication Plan and any subsequent revisions; any Information Section quarterly activity planning;
- Supports DG ECHO information and communication initiatives in the field;
- Undertakes a range of information, communication, visibility and support actions relating to humanitarian aid financed by the Commission in the zone of operations, including the preparation of media kits, press releases, DG ECHO Web Site and publications;



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- Provides EU Delegations in the region with DG ECHO-related information material for its inclusion in the Delegations' information and communication actions (websites, newsletters, press releases, speeches, press interviews, articles, etc.);
- Prepares and promotes DG ECHO and EU in visibility events, in cooperation with the RIO (Regional Information Officer);
- Liaises with the Public Information Officers of the EU Delegations in the region, when necessary;
- Edits, under supervision, external reports and information products;
- Provides relevant advice and support to DG ECHO country teams;
- Manages, under the RIO (Regional Information Officer) and HoRo (Head of Regional Office) supervision, the RO visibility material stocks (inventory and orders). In line with the Field Network internal procedures production/procurement of DG ECHO visibility material required for the region such as drafting of specifications, identification of suppliers, follow up of production process and initiation of distribution of those items across the region;
- Writes concise reports on all missions undertaken, including witness testimonies and stories where appropriate;
- In conjunction with the RIO, provides input to the RO monthly report on the activities and achievements of the Information Section.

Specific duties for the senior level Information and Communication Assistant

- Attends external meetings independently in the absence of the RIO, as appropriate;
- Drafts the yearly communication plan that takes into account priorities as defined by DG ECHO and the RIO.

Working with partners

- Sets-up and keeps up-dated a data base of partners, and more generally humanitarian actors, V&C contacts in the region;
- Informs and monitors partners visibility obligations and advise them on their visibility plan and communication strategy, under the close supervision of the RIO and HoRo);
- Monitors and controls the use of the visibility budget line in all operational agreements;
- Attends communication and visibility events organised by DG ECHO partners or other stakeholders.

Office specific responsibilities/tasks

- Undertakes any additional tasks as assigned by the RIO, HoO/RO and/or Headquarters;
- Supports with translation (EN-UA) for external communication initiatives and media relations;
- Collects, under the supervision of the RIO, high-quality stories and audio-visual materials for DG ECHO's website and social media channels;
- Maintains close contacts with partner organisations' communication focal points and proactively identifies stories and other communication products.



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3. Competencies required:

- Drive for Results: High Level
- Conduct in Service: High Level
- Working with Others: High Level
- Decision-making: Medium Level
- Managing and Organising Information: Medium Level
- Strategic Thinking and Planning: Medium Level
- Communication: High Level
- Organisational Awareness: Medium Level
- Adaptability and Flexibility: Medium Level
- Leadership: Medium Level

The definition of each competency and examples of behaviours expected for each level are listed in annex.

4. Job Requirements:

Education

- A relevant First level university degree or equivalent professional experience.

Knowledge and Experience

- Minimum of 5 years relevant experience at national or international level in public relations, journalist, advocacy or corporate communications;
- Experience in publishing, marketing or graphic design;
- Experience in conceptualising and managing the production of communication material. Demonstrated experience in developing content that clearly communicates development ideas and experiences for media, web, print production, and audio-visual productions;
- Excellent drafting skills;
- Experience in overseeing translations work;
- Previous experience with a multilateral or international organisation is helpful but not mandatory;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

Languages

- An excellent knowledge of English (verbal & written);
- An excellent knowledge of Ukrainian

Disclaimer:

The Authority Authorised to Conclude Contracts (AACC) reserves itself the right to amend the job requirements in line with the local labour market conditions.