



Wasaaradda Horumarinta Haweenka iyo Arrimaha Qoyska

Puntland Ministry of Women Development & Family Affairs (MOWDAFA)

-JOB ADVERTISEMENT-

Job Title	Communication and Reporting Specialist
Beneficiary Institution	Ministry of Women Development and Family Affairs – Puntland
Duty Location	Garowe, Puntland Somalia
Reporting Line	Director General through the regional coordination and M&E departments
Duration	One year assignment subject to satisfactory performance
Advert release date	July 17, 2017
Closing date	July 28, 2017; 1700 Hrs
Start Date	ASAP
Position Type	Consultancy -Full Time

Background:

The Ministry of Women Development and Family Affairs –Puntland aims to strengthen institutional capacity to promote feasibility in service delivery and increase citizen’s access to information and awareness of all activities and gender development issues championed by the Ministry as well as promote partners gender development programs. Thus, the Ministry in partnership with TIS+ program plans to enhance internal communication systems and capacity with focus to improve strategic communication that involves through production of quarterly magazine, communication and information sharing means including improving Ministry website, and social media platforms. Such plans will have overall contribution to reduce gender gaps in stabilization and development and enhances coordination among gender stakeholders and strengthen gender role in terms of socio, cultural, economic and political with improved living conditions.

In view of above, The Ministry of Women Development and Family Affairs –Puntland with technical support from Transitional Initiatives for Stabilization plus (TIS+) Program seeks to hire qualified technical expert for the position of Communication and Reporting Specialist for a period of 12 month and will be based at the Ministry HQ in Garowe.

Purpose of the Position:

The communication and reporting specialist will be responsible for planning, and managing the communication and reporting activities for the Ministry. The specialist is aimed to develop strategic communication plan, enhance Ministry staff capacity to implement the plan as well as improve internal reporting and external communication and information sharing. The communication and reporting specialist will be tasked to contribute and develop quarterly magazine, produce periodic and activity reports and contribute communication contents, reports, PRS aimed for release through the Ministry website, social media platforms, and advice all public media outreach and platforms. And will focus on promoting and expanding the reach and impact of the Ministry to its citizens to achieve targeted strategic goals.



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Scope:

Under the overall supervision of the Minister of Women Development and Family Affairs, the communication and reporting specialist reports to the Director General and will work closely with the Director of regional coordination and Director of Monitoring and Evaluation. In addition, the communication and reporting specialist will have secondary reporting to TIS+ and will provide necessary support as required by the program.

Specific duties and responsibilities might include;

- ❖ Develop, maintain and update the ministry's advocacy and strategic communication strategy and associated work plan.
- ❖ Identify staff capacity gaps and design suitable trainings to concerned departmental staffs
- ❖ Provide technical contribution and leadership to the development and Preparation of quarterly magazine with support from website and magazine designer, as well as other PR materials necessarily required. Also, advise the best suitable channel for distribution of the magazine and ensure, its effectiveness and impact.
- ❖ Advise the Ministry in the preparation of schedules, public events/conferences/trainings and briefing materials with the DG and senior ministry management in collaboration with Ministry staff. Also, advise the Ministry on various types of information and messages to be uploaded on its website and social media platforms.
- ❖ Review and edit success stories, press releases for dissemination through website, magazine outlets and the social media platforms to the media and others stakeholders; organizations and strategic partners.
- ❖ Technical leadership and contribution to the Ministry weekly reports, and providing quarterly reports for internal and external circulation using Ministry website, villa Puntland, social media platforms and the private media websites.
- ❖ Preparing and submitting a monthly technical reports detailing the activities, results and plans for next month. Also, mid-year cumulative technical report detailing the achievements, progress and impact and recommendations. Also, draft regular activity reports, as well as other documents including planning and preparing progress reports as required by MOWDAFA, and as requested by specific partners/donor projects.
- ❖ Compiling and preparing qualitative annual achievement reports and annual plan to be presented at Puntland Government annual retreat. As well as wider dissemination through Ministry website, Puntland Government website, social media platforms and the quarterly magazine (Q4).
- ❖ Ensure or enhance the quality, appropriateness of ministry's specific communication materials, activities, processes and messages transmitted to the press, partners and public. Collaborate with ministry's staff on ongoing activities such as organizing project site visits, facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
- ❖ Monitor and evaluate the use and effectiveness of media materials and share results and findings through the IT / publisher officer. Maintain close collaboration with Regional Coordinator, IT Specialist, and other directors for effective overall coordination on entering information on website, using social media, and other outlets such as government websites and sharing stories and in print materials to partners and local agencies. Facilitate community outreach meetings, plan and prepare lessons to give, organize and put together information to be shared, leaflets, outlet information, print outs and or newsletters.



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- ❖ Promote a better understanding of, respect and support for children's and women's rights and issues by carrying out media, information and education activities in support of the ministry-assisted development programs or humanitarian efforts in the region. Develop, maintain and update media relations contact list/database and establish, document, review and refine process of communicating with media contacts, including press conferences and events, issuing of media materials etc.
- ❖ Strategy and work plan include: preparing inputs for the quarterly newsletter, develop stories on women and children; success cases on gender based violence, criminals put behind bars,
- ❖ Perform other related duties as required

Deliverables:

The communication and reporting specialist is expected to produce following deliverables in accordance with the SOW;

1. With the help of Publication and design Officer, the communication and reporting specialist is expected to produce quarterly gender magazine/news outlet- 4 products, one gender magazine/news outlet in every three months (quarter).
2. Development of comprehensive advocacy and strategic communication strategy in the first quarter and ensure effective implementation and improvement.
3. At least conduct two staff capacity building training targeting Regional coordination department and Monitoring and evaluation department staff as well as provide on-the job training to regional offices staff.
4. Qualitative technical reports – weekly, quarterly (4) and annual as well as produce activity related reports and community outreach mission reports
5. Produce and disseminate at least two success stories in every month as well as monitor monthly media hits
6. Manage and feed social media platforms – Facebook, Twitter, and the website and conduct periodic impact evaluation to determine both quality and reach
7. Finally submit technical pika reports – to evaluate impact at least 2 (midyear and completion) detailing achievement, progress, impact and recommendation as well as lessons learnt for both the two consultants – communication and reporting specialist and publication and design officer.

Education and Qualification Requirements:

1. Bachelor Degree, Masters' Degree in Public Relations (preferred), English Language or Literature, Communications, Journalism or Creative Writing and
2. With at least five (5) years' relevant experience. Experience including positions at international or national level working on women's and social development issues, and/or regional or international co-operation.

Functional Competencies:

- Strong research and excellent writing skills in English;
- Excellent organizational skills;
- Experience in producing corporate products;
- Understanding of the ministry's vision and mission;
- Knowledge of the ministry's operation fields, offices and activities
- Demonstrated ability to meet deadlines and work under pressure.
- Competent, visionary, and creative personality



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Behavioral Competencies:

- Ability to be flexible and respond to changes to text/layout as part of the review and feedback process;
- Strong interpersonal skills, able to communicate and work with diverse people;
- Participate effectively in team-based, information-sharing environment, collaborating and cooperating with others;
- Focus on impact and results to be published

Duty Location

The position holder will be posted at the Ministry of Women Development and Family Affairs – Puntland, to be based in Garowe – HQ of the Ministry with frequent travel to field locations.

Application Submission Date

Qualified and interested applicants are requested to submit their recently updated CV/Resume and a cover letter to following email: mowdafa.hr@gmail.com not later than July 28, 2017 at 17:00 hour's local time with the subject line as "**Communication and Reporting Specialist- MOWDAFA**"

No other manner of submission shall be accepted other than the mowdafa.hr@gmail.com email address.

Only shortlisted candidates will be contacted!

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY