



Terms of Reference for National Communications Specialist)

A. General Information	
Position	National Communications Specialist
Report to	Director General
Institution	Ministry of Planning and International Cooperation
Contract Type	Temporary Employment Contract (TEC)
Expected Duration of assignment	4 months & 15 days
Application deadline	28 th of August 2017
B. Description of the Position	
<p>The Ministry of Planning and International Cooperation (MoPIC) is responsible for planning and translating the socio-economic vision of the Puntland State of Somalia into tangible social and economic results for citizens. It also oversees international affairs for Puntland State of Somalia. With the support of UNDP – Strengthening Institutional Performance Project, the Ministry is looking for a qualified Communication specialist.</p> <p>The scope of work includes preparing quarterly, narrative, Progress reports and other relevant tasks.</p>	
C. Duties and Responsibilities	
<ul style="list-style-type: none"> • Advising the DG and Minister in general topics of Communication • Support that the work of the MOPIC is captured, documented, analysed and reported in a results-based and timely manner; • In particular, produce draft reports on results and observable outcomes of UNDP support to MOPIC in all key areas. • Prepare MOPIC SIP LOA Quarterly progress reports (30th June 2017, 30th September 2017 & 31st December 2017) • Prepare SIP LOA Narrative Reports 20th June 2017, 15th October 2017 & 31st December 2017 • Produce MoPIC Quarterly Newsletter 10th of May, 2017, 1st July, 2017, 1st October 2017, 1st January 2018. • Prepare Final LoA Report 31st December 2017. • Prepare PDF meetings minutes. • Take part implementation of Puntland Development Forum(PDF) 	
D. Deliverables (Expected Result)	



- 3 quarterly Reports
- 3 Narrative Reports
- 3 Quarterly Newsletters
- One Final Report
- Produce Meetings Minutes
- Produce progress reports against deliverables
- Carryout any other relent duties assigned

E. Competences

- **Media Relations:** Ability to form and maintain meaningful working relationships with various members of the media.
- **Multimedia writing/editing:** Ability to originate or edit written content for media and the general public to be disseminated through press or other online outlets.
- **Marketing:** Ability to communicate the value of a product or service.
- **Partnerships:** Ability to engage with other agencies and forge productive working relationships.
- **Public Relations:** Ability to manage the spread of information between the MoPIC and the public.
- **Knowledge Management:** Ability to efficiently handle and share information and knowledge.
- **Government System:** Knowledge of the Government System and ability to apply to strategic and/or practical situations.
- **Strategic Planning:** Ability to make decisions that align with strategy, vision, and mission.

F. Required Skills and Experience

Education:

- Advanced degree in relevant field of communications, journalism, social science, or related field.
- First degree acceptable with 7 years of experience in relevant field of communications and/or journalism.

Experience:

- 5 years of work experience required in the field of media relations and/or journalism;
- Proven network of relevant international journalistic contacts required;
- Proven ability to shape messages and stories for media placement and demonstrated track record of success in garnering earned media required;
- Proven ability to work on deadline;
- Experience working for or closely with an international news outlet preferred;
- Multimedia production skills an asset.
- Fluency in English is required;



G. Application Process

All applications should be sent to hr@mopicplgov.net no later than 28th of August 2017. Each application should include the following:

- A. An application letter addressing the candidate's experience related to the assignment
- B. Updated CV including relevant qualification and work experience
- C. A sample of written report for similar assignment is an asset and will be considered a plus.