



<https://jobs.eagmark.net/job/communications-assistant/>

Description

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

JOB PURPOSE

To perform general administrative and some specialised communications processes that support the creation of communications content and the delivery of communications services aimed at maintaining and enhancing WFP's visibility and reputation and supporting fundraising activities.

Responsibilities

1. Implement country specific communication work plans designed to maintain and enhance the visibility and reputation of WFP, as well as support fund raising activities, ensuring alignment with overall communications and WFP strategies.
2. Provide coordination, administrative and specialised services, to support staff in the development, preparation and execution of communications campaigns for target audiences.
3. Monitor and coordinate materials, schedules, facilities and clearances, and provide support for special events, and video/film, photographic and radio projects.
4. Liaise with WFP staff and the media in a timely manner, to support aligned activities and an effective approach to communications within WFP.
5. Maintain a good relationship with all media houses and manage the flow of information relating to WFP to the media.
6. Manage and maintain records and databases, such as journalist and media outlet contact lists, to ensure the information is accurate, organised and readily available for others to access.
7. Prepare content for traditional and social media platforms and networks, and printed materials, to enhance coverage and support of WFP's activities, ensuring consistency with corporate messages and standards.
8. Monitor traditional and social media and report relevant information to senior staff to inform the development and/or evaluation of communications activities and strategies.
9. Support the Country Office in generating content related to key reporting requirements such as the Call for Action, Newsletters and Press Releases.
10. Generate donor specific visibility content, including text, photos, videos and audio for use across a range of integrated online platforms, to support global and country fund-raising activities, ensuring consistency with corporate

Communications Assistant

Hiring organization

World Food Program (WFP)

Employment Type

Full-time

Industry

Humanitarian and Agriculture

Job Location

Mbabane, Eswatini

Valid through

15.06.2023

messages.

11. Conduct clearly defined research and prepare reports and provide data that enables informed decision-making.
12. Distribute communications guidelines for WFP staff to refer to when creating content.

FUNCTIONAL CAPABILITIES

- Supports capacity building of WFP staff on all aspects of communication.
- Ability to provide advice and guidance within area and level of expertise, to ensure that all activities meet desired standards of consistency, quality and impact.
- Working experience in photography and ability to generate social media content.
- Excellent knowledge of English and Siswati (written and spoken) and ability to represent WFP as a spokesperson to the media.
- Exhibits specialised technical knowledge of communications channels processes, tools and techniques.
- Provides support in developing written, visual, audio and multi-media content for communications materials and suggestions for improved communications processes.

Qualifications

Education: Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

Language: Fluency in oral and written English and Siswati.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has demonstrated an ability to perform routine communication techniques and activities in line with WFPs operating standards through day-to-day work.
- Has supported in providing ad-hoc guidance to new staff members.

Terms and Conditions

- This position is for Swazi nationals only.
- Qualified female candidates are encouraged to apply.
- Only short-listed candidates will be contacted.

- WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

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