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|  **JOB DESCRIPTION** |  |
| **JOB TITLE** |  Communications Assistant |
| **INSTITUTION****PROJECT NAME** | ECOWAS CommissionWest Africa Unique Identification for Regional Integration and Inclusion (WURI)  |
| **GRADE** | G7 |
| **ANNUAL SALARY** | UA 43,036; USD 59,116 |
| **DEPARTMENT** | Trade Customs and Free Movement  |
| **DIRECTORATE** | Free Movement  |
| **LINE SUPERVISOR** | Project Manager, WURI  |
| **SUPERVISING** | N/A |
| **DUTY POST** | Abuja, Nigeria  |
| **TERM DURATION** | One year renewable until July 2024. Contract expected to commence September 2021  |
| **Applications should be sent to:** The Directorate of Free Movement of the Department of Trade, Customs and Free Movement focuses on the facilitation of free mobility of ECOWAS citizens within the sub-region, the proper implementation and respect of the Protocol of Free Movement, Right of Residence and Establishment, the coordination and active implementation of legal and policy instruments related to migration and fostering cross-border cooperation in the region. Additionally, the Directorate has been entrusted to strengthen collaboration and regional engagements for the implementation of a digital identification programme aiming to boost access to services. **ROLE OVERVIEW** Under the overall supervision of the Director Free Movement who is also the Project Coordinator of WURI, guidance of the Director of Communications and direct supervision of the Project Manager WURI, the incumbent will be responsible for developing and implementing all communications related activities of the West Africa Unique Identification for Regional Integration and Inclusion (WURI) programme. The Communications Assistant will equally prepare, structure, collect, process and disseminate information on all project activities. The overall objective of the project is to increase the number of persons in participating countries who have government-recognized proof of unique identity that facilitates their access to services. The specific objective of the regional intervention component of the project is to enhance and foster inter-agency collaboration and strengthen regional engagements with the aim of facilitating regional dialogues on mutual recognition of foundational ID systems across the region. **ROLE AND RESPONSIBILITIES** * Plan, structure, collect, process and disseminate information on the WURI programme’s activities;
* Actively contribute to the development, implementation, coordination and monitoring of the project’s communications and outreach initiatives;
* Ensure internal and external visibility of the project and results achieved;
* Assist in researching and formulation of reports on Member States activities in digital identification and implementation of the project;
* Contribute to the definition, development and implementation of communication plans and strategies related to the project;
* Actively participate on the sensitization activities in the region;
* Support the design of the project website and ensure the development of its contents as well as the improvement, maintenance and enrichment of the project website;
* Draft speeches, communiqués, press releases and reviews;
* Design and structure press kits, advertisements, interviews and manage media relations;
* Draft and design the project’s information bulletin;
* Ensure media coverage and support for communication related needs for meetings, press conferences, seminars etc;
* Assist in the coordination of interviews and media interactions for the project’s management with the press;
* Promote partnerships and establish strong networks with all media outlets and platforms to increase visibility and raise awareness about the project and its activities;
* Undertake duty travel when necessary;
* Carry out any other assignment that may be assigned and regularly at short notice**.**

**ACADEMIC QUALIFICATION AND EXPERIENCE****Education*** Bachelor’s degree in Journalism, Public Relations, Mass Communication or related field from a recognized University.

**Experience*** Ten (10) years’ experience in journalism, communications and public relations, of which at least 2 years relevant experience with an international organization;
* Knowledge in developing and implementing communication strategies and plans;
* Ability to coordinate and manage complex communication campaigns and events;
* Ability to conceptualize and contribute to design communication campaigns that target diverse and multicultural audiences;
* Possess experience with digital content development, analysis and editing;
* Proven knowledge of communication and possession of the ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships

**KEY COMPETENCIES*** Ability to self-manage, demonstrate ethics and integrity, work under pressure and use requisite know-how to deliver client-centric solutions within timelines;
* Contributes new insights into challenges, involve others in decision making, communicates effectively with a broad spectrum of stakeholders and audience while displaying a sense of mutuality and respect;
* Demonstrate operational computer proficiency using appropriate tools such as Word, Power Point, social media platforms, internet surfing etc;
* Fluency in oral and written expressions in English language and the ability to articulate complex messages and ideas in a clear, concise, creative and lively manner. Fluency in French is desirable.
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