



Vacancy Announcement

Job Title: Media/ Communication Organizer

Project Name: Enhance justice for children system and services in Duhok and Erbil governorates KR-Iraq

Project Area: Duhok Or Erbil

Vacancy Ref. No: 99

Number of Vacancies: 1

Applicants Residence: Duhok or Erbil

Preferable Gender: Both

Duration of Appointment: 6 Months

Expected Starting Date: 1st April 2022

Deadline: 26th Mar 2022

Type of Contract: Full Time

Working Hours: 8:00AM_3:30 PM

Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfilment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to- within its resources- contribute towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission East, ICSP and others.

Terms of References

Job Overview:

Under the direct supervision of Project Manager for Enhance justice for children services and syetm in Duhok and Erbil KR-Iraq at Harikar NGO in Duhok; in close coordination with UNICEF concerned staff, the Media Officer will supervise, design, develop and manage Harikar's official social media sites such as Facebook,

Twitter, Instagram, LinkedIn, etc. for the project and also will do planning and creating communications content to promote Harikar's services communicating with different media channels.

The media/ communication expert will be in close coordination with media and radio channels for designing specialized radio and TV shows focusing on legal, mental, and social aspect of juvenile justice.

Scope of Work (Duties and Responsibilities):

1. Organize TV and Radio programs on the project activities in coordination with TV and radio channels in Dohuk and Erbil.
2. Coordinate with TV and Radio stations for media covering of project activities.
3. Develop and maintain contact information, materials and relationships with journalists and media outlets (print, TV, radio, web, photo etc.).
4. Establish, design, supervise and develop social media units for the project at Harikar NGO and transfer of knowledge/technology in the areas of media and communications.
5. Coordinate with stakeholders and governmental entities for media programme purposes.
6. Plan and design contents for project/ Harikar official social media sites such as Facebook, Twitter, Instagram, etc. for publication of the project activities.
7. Plan and design visuals and graphics for common communications, advocacy and outreach initiatives, keeping abreast of competitors' initiatives and strategies.
8. Generate and analyze periodic reports on webs and other social media channels.
9. Prepare social media packs for flagship events and initiatives. Social media packs prepared for all key events, dates, launches, etc. and shared with stakeholders, where appropriate.
10. Arrange multi-media communications materials, including press releases, blog posts and social media content.
11. Ensure that all communications and uploaded materials are align with the existing rules and regulations of Department of Information and Media under the Ministry of Culture.
12. Maintain digital media archives including photos and videos and maintain records of media coverage and collate analytics and metrics.
13. Ensure or enhance the quality, consistency and appropriateness of communication materials, activities, processes and messages.
14. Develop and archive communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, web resources, etc.
15. Undertake any other responsibilities requested by the supervisors.

Adhere to Harikar policies and principles:

- Ensure that project targets those beneficiaries in the targeted areas.
- Promote and share ideas for improvement and necessary changes of activities.

Liaise and collaborate with relevant local authorities and other key stakeholders.

- Build strong networks and connections with service providers of NNGOs, INGOs, and related governmental entities.
- Coordinate and cooperate with other Harikars' project staff.

Experience, Qualifications and Skills:

Educational Qualifications:

- A university degree in communication/journalism, public relations, social science or science and sociology. Individuals with alternative but clearly related degrees in combination with strong relevant work experience can be considered.

Professional Experience:

- Preferably a minimum of 3 years of relevant work experience in social media.

Skills:

- Demonstrated extensive social media experiences.
- Candidate should be able to work independently with minimum supervision and guidance from supervisors.
- Knowledge of English is mandatory; it is strongly recommended the applicant can speak and write English, Arabic and Kurdish languages very well.
- Advanced computer skills, particular Microsoft Word, Excel, Power Point and Outlook. familiar working with database and IT issues.
- Very good communication and interpersonal skills.
- Candidate needs to be flexible and creative, respectful and diplomatic. Results-driven and highly motivated.
- Able and or flexible in visiting refugee camps and urban settings in Duhok governorate.

Reporting, Supervision and Performance Evaluation:

Reports to: Project Manager

Performance Evaluation: Project Manager.

Expected Conduct:

- Ensure that confidentiality is always maintained when sharing data and information about persons of concern;
- Work with the Harikar team in a cooperative and collaborative manner;
- Maintain cooperative relationships with partners;
- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with “do no harm” principle being the priority at all times.

Commitment:

- All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management.
- All Harikar policies, guidelines and checklists are an integral part of this Job Description and must be implemented, e.g.:
- Harikar Operational Guidelines and Policies.
- Guidelines on Prevention of Corruption.
- Guideline on PSEA.

- Harikar Code of Conduct and
- Checklist for procurement documents filing for supporting documents.

