

TERMS OF REFERENCE AND SCOPE OF SERVICES

Terms of Reference

Post Title:	Communication Strategic Specialist
Department:	Planning
Reports to:	DG Planning
Duration:	1 year (with possibility of extension)
Duty station	Ministry of Planning, Investment and Economic Development, Mogadishu – Somalia

POSITION SUMMARY:

The mandate of the Ministry of Planning, Investment and Economic Development involves planning and coordinating the development priorities and activities of all national, regional and local authorities as well as development partners in a more coherent and organized manner in line with the objectives of the Federal Government of Somalia. The Ministry, in partnership with line-ministries, private sector and development partners promotes enabling environment for sustainable development, employment and economic growth. The Ministry has undergone radical reform and restructuring in order to meet the wider expectations of the post-conflict recovery and reconstruction agenda.

The Ministry of Planning, Investment and Economic Development (MOPIED) plays a substantive and substantial role in the overall system for Planning, Monitoring and Evaluation, Investment promotion, Economic Development and as well as the associated statistics. From an overall approach these, core mandated areas of MOPIED can most appropriately be implemented in a coordinated fashion throughout Government, MOPIED is leading and involved in an intense series of coordination efforts (both horizontally within the Federal Government of Somalia and vertically with the (emerging) Federal Member States).

The aim of this position is to help implement the Institution's communication and media relations strategy. The primary responsibility of the role is assuring the quality, tone and consistency of various communication mediums in connection with all the related stakeholders that are in engage in efforts and to promote the communication within the Institution departments and all other external stakeholders in general.

The Communication Specialist will be responsible for developing and implementing a Communications Strategy for the Project and for coordinating the design and implementation of an Integrated Information System and the formulation of a Communication Strategy and Multi-stakeholder Participation Plan.

Key Tasks/Duties:

- Establish a functional network of all stakeholders and initiating the communication of both the departmental and other related and relevant stakeholders,
- Initiate a platform that focuses on the dissemination of information needed to make it available for the community.
- develop and disseminate modified communication information of the NDP and other needed information among the stakeholders,
- Devise ways to enhance visibility of the institution amongst various kinds of public stakeholders in accordance with its positioning, including all in print and electronic media
- Overall management and updating the Institutional website and uploading the required information to be posted in the official website
- Maintaining the website and updating.
- Conceive, manage and write content for internal communications and digital-online platforms, such as key messages, news releases, statements, change communications, media kit content, etc
- Recommend, implement and maintain website design, website content and operation, in coordination with the website management firm
- Produce the Partnership's newsletter on a bi-monthly basis in collaboration with the rest of the Knowledge Management Team
- Liaise with journalists, business writers, and counterparts in the development community to ensure coverage of all the Institutions' events and projects
- Any Other Work assigned by the Supervisor.

Knowledge & Experience Requirements:

- Bachelor in Mass communication, Media Studies Public Administration, Business Administration, International Relations, Journalist, from Recognized University.
- Minimum 2 years of experience as communication specialist and other supporting experience in communication.
- Fluency in Somali and English both.

Skills and Competencies:

- Demonstrable experience of representing an organization in public or/and media relations and excellent public-speaking skills is a must.
- Creative problem solver with superior ability to conceptualize corporate and technical concepts is needed ability to conceptualize corporate and technical concepts is needed;
- Writing and research skills
- Written and verbal communication skills
- Interpersonal/human relations skills
- Ability to listen and develop information in communication
- Web Management
- Ability to codify ideas into coherently written text
- Ability to work collaboratively in various disciplines
- Ability to operate personal computer, with various software programs
- Ability to work independently and manage time effectively
- Ability to maintain confidentiality
- Analytical, Organizational, observational, change management, people management, report writing and presentation, and IT skills
- Fluency in verbal and written Somali and English

How to APPLY: Confidential applications can be addressed the Human Resource Director, Ministry of Planning, Investment and Economic Development, E-mail: info@mopic.gov.so and hr.mopied@gmail.com . Only a Cover Letter and Curriculum vitae (CV) in WORD or PDF format must be delivered, by 1500 hours of 14th , October, 2017. Applications addressed exclusively to one of the above email addresses would not be considered.