



## Terms of Reference Communications Officer

IMORTNAT NOTE: This vacancy belongs to a nationally implemented project, which is a joint endeavor between Department of Environment, United Nations Development Programme and European Union. The project is located in the Department of Environment and the incumbent will need to work in a governmental entity.

### I. Background

"Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities" in the Sistan and Baluchistan province of Iran, is a project developed by UNDP and EU to promote integrated natural resource management for the restoration of wetland ecosystems and support alternative livelihoods. The project is expected to result in:

1. Better capacities and coordination
2. Sustainable land and water management – including Hamoun wetland management and restoration
3. Local economic development including climate-smart agriculture and alternative livelihoods

The project duration is from 2020 to 2025, mainly using the EU funds. The implementation modality will follow National Implementation Modality (NIM), whereby the Department of Environment (DoE) shall be the Implementing Partner, under the overall management of Deputy Marine and Wetlands of DoE, as National Project Director.

Under overall supervision of the National Project Director (NPD) the Communications Officer will report to the National Project Manager (NPM), and be responsible for effective communication and networking throughout the project implementation as well as overseeing sound engagement of different stakeholders/partners in project activities. The Communications Officer will help to ensure the highest level of information exchange, awareness raising, and public participation in accordance with annual work plans, and developed strategy for each theme. He/ She will also ensure the Donor's (EU) visibility is promoted in all the project products and awareness-raising materials, as per the Communications and Visibility Plan.

### II. Description of work responsibilities

The **Communications Officer** is responsible to:

- Observe the General Conditions, Special Conditions and the Communications and Visibility Plans and guidelines of EU as per the agreement "MIDEAST/2019/411-077" during the project implementation;

Approved



- Develop a Public Awareness and Communications Strategy, including:  
Project letterhead, logo, reporting style, standards and materials
  - Update regularly the project website
- Document and prepare human stories from the field illustrating how this project has affected the lives of local communities. As per EU guidelines, it is extremely important to showcase the “before and after” project intervention successes.
- Prepare visually attractive products such as infographics and video clips highlighting the project’s activities and achievements.
- Conduct interviews with the local community and authorities about the project highlighting the implementation process.
  - Draft stories, press releases, social media posts to give visibility to the project telling the project’s successes
  - Design brochures, posters, reports in line with the project goals
  - Prepare bi-monthly e-newsletter and other information materials
  - Develop and maintain photo archive from the project
  - Internal project communications tools
  - Communication links with other related projects
  - Communication links with different types of media;
- Work closely with project staff members, consultants (i.e. national and international), partners and stakeholders to develop and implement the project Public Awareness and Communications Strategy;
- Support smooth and timely implementation of project activities at local and field level and close cooperation with project partners, as foreseen in the Annual Work Plan
- Prepare accurate and needful ToRs based on provisioned activities in close coordination with national project manager and project technical specialists;
- Provide communications input to project activities where appropriate;
- Play a leading role in establishment, maintaining and updating the project website;
- Assist in activities related to conferences, seminars, training courses etc.;
- Ensure style and communications quality vis-à-vis all Public Relations activities;
- Ensure that highest level of stakeholder engagement is achieved in project activities at all levels;
- Translating related documents (Farsi to English and English to Farsi)
- Support any other activities requested by National Project Manager.

### **III. Timing, duration and duty stations**

The incumbent will be given a 3-month trial contract, which will be extended to the end of 2021 upon the satisfaction of both sides and will be based at the project office in Tehran. However, s/he will make periodic visits to the project sites. The incumbent’s contract will be subject to annual extension based on satisfactory results of performance review.



#### IV. Qualifications

- Preferably university degree in communication studies, journalism, public communications or any other related fields;
- 4 years previous relevant job experience;
- Excellent inter-personal, communication, networking and negotiating skills and familiar with facilitating skill and participatory approaches;
- Familiarity with the rules and procedures of international organizations strongly preferred, particularly those of the UNDP and EU;
- Excellent data management and record keeping skills;
- Ability and willingness to travel for requested national and international missions
- High quality and high impact reporting and close attention to accuracy and details and demonstrated skills in office computer use - word processing, spreadsheets, databases and communications software; and,
- Fluent English-language speaking and writing skills.
- Ability and willingness to travel for requested national and international missions;
- High quality and high impact reporting and attention to accuracy and details and demonstrated skills in office computer use - word processing, spreadsheets, databases and communications software; and
- Familiarity with Photoshop and other graphical software knowledge is an asset

Interested applicants should send their application including their Curriculum Vitae (CV) and Cover Letter to:

**Sistan Project office, Ground Level, Department of Environment, Pardisan Eco-Park, Hakim Highway, Tehran, Iran**

By e-mail to: [vacancy.sistanproject@gmail.com](mailto:vacancy.sistanproject@gmail.com)

Or by Fax to: 98 (21) 42781047

Closing Date: 7 June 2022

**Please take note that the vacancy notice title (Communication Officer) must be referred to in your email subject.**