



VACANCY NOTICE

POSITION: COMMUNICATIONS & OUTREACH OFFICER

BACKGROUND:

The Liberia Extractive Industries Transparency Initiative (LEITI) is an autonomous public entity created by statute to promote transparency over extractive industry revenues. It is part of a global initiative known as Extractive Industries Transparency Initiative (EITI) International.

The LEITI is overseen by a Multi-Stakeholder Steering Group (MSG), comprising of government, civil society, representatives of companies in Liberia’s extractive industry, the National Traditional Council of Liberia, with international development partners as observers. The LEITI Secretariat is responsible for the day-to-day implementation of the policy decisions and directives of the MSSG and leading nationwide efforts in implementing Liberia’s LEITI law. The Secretariat’s role specifically includes outreach, advocacy, communication, monitoring and facilitating information sharing,

More information about the LEITI can be found on the LEITI website: www.leiti.org.lr.

The Liberia Extractive Industries Transparency Initiative (LEITI) is now looking for a competent and dynamic Liberian to serve as **COMMUNICATIONS & OUTREACH OFFICER**.

DUTIES AND RESPONSIBILITIES:

Under the direction and guidance of the Deputy Head of Secretariat, the Communications & Outreach Officer is responsible to implement the Communications Strategy of the LEITI, ensures effective communication dissemination with all stakeholders and the public regarding the work, achievements, and image of the LEITI. The job holder is also responsible for organizing and implementing advocacy programs and strategies to ensure continued stakeholder and general public support for the ideals and work of the EITI in Liberia, including performing the following specific duties and responsibilities:

- Define overall operational plan for the management of the day-to-day communication related issues.
- Share results of studies, audits, issues, policy analysis, and other research that informs the public of critical issues in LEITI’s thematic areas in terms of transparency, accountability, service delivery, and its design.
- Develop/update, implement, and monitor LEITI’s communication policies, strategies, and plans, with the aim of achieving the LEITI’s objectives.
- Coordinate and act as the central communications point for national media activities in LEITI.
- Act as media spokesperson in line with the aims and objectives of LEITI and the developed communications plans with the aim of ensuring optimal media exposure and proper information dissemination.
- Develop professional communications materials, including press releases, information kits, workshop materials, talking points, speeches, brochures, scripts, and other related materials with the aim of achieving the objectives of LEITI.
- Manage the production of LEITI’s Quarterly Newsletter, Press Statements, Annual Reports, and other media items.
- Interact with CSOs, ad agencies, and other relevant stakeholder to deliver compelling messages to targeted audiences.
- Identify and maintain lists of relevant media contacts, editors, community leaders, other opinion leaders, industries contacts, and government contacts.
- Manage the dissemination of information, organizing workshops, identifying participants and associated logistical needs.
- Manage cross-functional relationships with other stakeholders; Mass Media, Print Media, Consultants, Committees, and CSOs.
- Perform other duties as assigned by the Deputy Head of Secretariat (and Head of Secretariat)

REPORTING PROCEDURE:

The Communications & Outreach Officer shall report to the Deputy Head of the LEITI Secretariat.

QUALIFICATION and EXPERIENCE:

- Degree in communications, journalism, public relations or any other related area, with demonstrated ability to manage external and internal multimedia communications in a large and complex extractive industries related project.

Training in:

- Mass/Print Media Operations
 - Web Design and Hosting
 - Editing
 - Video and Audio Media Operations
 - Employee Performance Management
 - Relationship Management
 - Manpower Planning and Management
- At least 7 years relevant experience, 3 of which should be at a supervisory level.

Special Skills & Abilities:

- Excellent communications skills.
- Proficiency in Standard and Liberian English
- Familiar with both LEITI and EITI's structure and workings.
- Excellent written, editorial and interpersonal communication
- Knowledge and connected to large network of local media contacts
- Experience in developing and implanting social marketing strategies and policies.
- Cross-cultural sensitivity and understanding of the political and ethical issues related to the LEITI
- Ability to supervise production of video, print and audio media content.
- Able to work with others
- Able to work long and difficult hours
- Able to work without close supervision

INSTRUCTIONS: All applications should be addressed to:

Mr. Samson S. Tokpah
Head of Secretariat, LEITI
Old Bureau of Budget Building (Adjacent to Executive Mansion)
Redemption Road, Capitol Hill
Mon., Liberia
P.O Box 4074, Monrovia, Liberia
Tel: +231-0202002356
E-mail: sstokpah@leiti.org.lr or hlberrian@leiti.org.lr

All envelopes **MUST** be marked “**COMMUNICATIONS & OUTREACH OFFICER**” in the upper right hand corner of the envelope and deliver to the office of the Secretariat between the hours of 9am and 4pm daily. Electronic applications will also be accepted and marked as and when received.

CLOSING DATE FOR APPLICATIONS: Friday, October 19, 2012. ONLY short listed candidates will be contacted.