



**Job Vacancy
Head of Communications
Readvertised**

Organization Profile	<p>Welthungerhilfe was founded in 1962 and is committed to the vision of a world in which all people are free from hunger.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture, Inclusive Food Systems and Nutrition, access to Health, Women’s Economic Empowerment, access to market and WASH.</p>
Duration	Six months initially with the possibility of extension based on performance and funding
Location:	Based in Monrovia, with frequent travel to project sites
The objective of the Position:	<p>The position is the focal person for internal and external communication of the work of Welthungerhilfe in Liberia .</p> <ol style="list-style-type: none"> 1. To steer effective and interactive communications of Welthungerhilfe Liberia’s Programme, across different mediums, as well as through writing, production, and distribution of communication materials to increase the organization’s visibility in the areas of implemetatation 2. To strengthen internal communication and knowledge management between the country office and field offices as well asa external communications towards government stakehoders and donors 3. To build an effective cooperation wit the Communications and Marketing departments in HQ with the objective to secure sustainable fund raising and cash flow to support the program financing with own funds
Responsible to:	Head of Programme (Administrative) and Country Director (Technical)
Responsible for:	Comunications Officer
Duties and Responsibilities:	1. Review and regularly update existing Welthugnerhlife Liberia brochures, banners and leaflets and respective project staff

2. Develop format and ensure standard use of WHH, project, donor and partner logo's in all comunciations
3. Develop and maintain good links with the media; manage and organize media evets and project lanches, write media articles to be published in local media with approval from the Head of Programmes or Country Director
4. In consultation with the systems developer, manage the landing page of Welthungerhilfe country programme and ensure regular posting of accurate and compelling information
5. Write and produce high-quality communication materials and effectively communicate these across key audiences; while ensuring that they conform to Welthungerhilfe standards and promote its image and objectives
6. Act as focal person for both internal and external communication apart from formal communication to the GoL which is covered by the Head of Partnership Development & Liaison
7. Liaise with the marketing and communications departments in Bonn, on the required information for pubic relations and develop joint marketing campaign with the objective of creating a steady revenue stream of own funds
8. Be familiar with the visibility strategy of Welthugnerhilfe and its donors
9. Produce and update, together with the Head of Programme communications and visibility strategy document, regularly obtain a briefing from the Programmes Department about the status of the projects and requirements of donor in terms of visibility
10. Make regular field visits to ensure that visibility strategy is being complied with
11. Produce short videos and clips for internet publishing
12. Produce good quality pictures for publishing

	<p>13. Conduct interviews with beneficiaries and document human interest and best practices that can be used in publication materials and fundraising by the Marketing Communications Unit</p> <p>14. Assist field teams by giving ideas on useful visual publication materials for beneficiaries</p> <p>15. Train field officers on how to use cameras & GPS</p> <p>16. Support, facilitate and accompany visiting journalists</p> <p>17. Update the WHH LBR letterhead. Ensure proper use of the standard WHH reporting marketing formats and templates</p> <p>18. Assist projects in the preparation of SPRs especially with regards to the specification of the visibility material required</p> <p>19. Adhere to the Welthungerhilfe principles & policies as laid down in its constitution and maintain a spirit of cooperation with Welthungerhilfe staff, other NGOs, projects partners, local authorities . etc</p> <p>20. Fulfillment of any other tasks assigned by the Head of Programme</p>
Education	Bachelor's Degree in Mass Communications, English, Sociology, Humanities or related fields,
Professional Experience	<ol style="list-style-type: none"> 1. Minimum of five (5) years professional experience in the field of communication with NGOs or UN system 2. Proven experience in, and knowledge of, photography , video recording/shooting 3. Excellent writing, editing, proofreading , layout and design skills
Language Skills	Excellent command of spoken and written English
Personal Skills	<ol style="list-style-type: none"> 1. Proven Intercultural Competence 2. Good communication skills with colleagues, partners and stakeholders 3. Superior time management and organizational skills and ability to meet deadlines 4. Intercultural competence, motivated and proactive 5. Ability to work both independently and as part of a team 6. Willing to shoulder additional responsibilities 7. Ability to work under pressure

Application Process	Please send electronic copies of a motivation letter, CV, scanned copies of all academic papers and contact details of 2 professional referees/former line manager to the below email with the subject. “Head of Communication- 2404” Recruitment.Liberia@welthungerhilfe.de
Closing Date	May 17, 2024

January 2024