

Terms of Reference GMES Communication Officer

Qualifications:

- Cambridge Higher School Certificate in Science subjects at Principal Level (including Biology)
- A Bachelor Degree in Communication Studies or English or French
- At least 3 years of experience at the level of communications officer

Candidates should also:

- Have a clear understanding of the marine and coastal issues
- Possess strong communication skills, specifically “science to policy”
- Possess excellent linguistic skills (spoken and written) in English and French
- Have the ability to use design and editing software
- Be able to handle press relations in a confident and proactive manner
- Have the ability to meet tight deadlines and work under pressure

Roles and Responsibilities:

To be responsible for the elaboration, implementation and monitoring a communications and visibility strategy for the regional component of GMES implemented by the MOI.

Duties:

1. To assess the existing communications and visibility materials
2. To elaborate a communications and visibility strategy
3. To implement and monitor the strategy
4. To propose specific tools and events to promote the project, its products and services and its stakeholders
5. To disseminate scientific and technical information to the attention of specific key audiences
6. To write contents for communications and visibility actions (leaflets, speeches, press releases, newsletter, multimedia contents, articles...)
7. To edit technical and scientific contents to fit into the communications tools to be produced
8. To advise the technical team in communications activities and implement agreed activities
9. To collect from technical and scientific team all relevant information to feed communications and visibility activities / tools
10. To update any relevant online platforms and increase the communications / visibility by using other platforms
11. To ensure press relations: build up a regional data base, disseminate information, invite press and answer to queries and facilitate press conference / interviews, ensure that clearances are obtained when necessary, follow up and press monitoring...
12. To conceptualize, develop and follow up the production of communications tools, specifically those needed for visibility (roller banners...) and those dedicated to sensitization activities
13. To organize and coordinate communications and visibility events and support the organization of technical meetings
14. Ensure compliance of all visibility and communications materials to the African Union Commission visibility and communications guidelines
15. Carry out any related duties at the supervisor’s request

Salary: A flat salary of Rs 35,000 per month

Submission of Applications

- a) Qualified candidates should submit their application on the prescribed form which may be obtained either from the Reception Counter of the Institute or from the website on <http://moi.govmu.org/application.doc> together with a letter of interest, detailed Curriculum Vitae including names and addresses of three referees, scanned copies of certificates and experience claimed.

- b) Applications should reach the Director, Mauritius Oceanography Institute, Avenue des Anchois, Morcellement de Chazal, Albion, not later than 16 00 hours 11th December 2018.