

Communications Officer

Vacancy notice ref. no 2024/05 (GEO)

Overall Characteristics

Job title:

Communications Officer

Functional grade:

Specialist

Job description:

This is a position of responsibility that requires the ability to work with and support project managers in external communication, specifically setting up and executing communication and visibility plans using different media and communication channels and tools. The position requires working closely with donors, international and local partners to ensure visibility of interventions. The incumbent will have extraordinary communication skills, language command (both English and Georgian, and Polish and Russian an asset), understanding of local context and sensitivity to gender issues, as well as tact and diplomacy to address difficult communication situations. The incumbent is proactive and takes the initiative and proposes to project members the most relevant communication and visibility tools to ensure maximum publicity.

Working hours :

The regular working hours consist of 40 mandatory hours per week, distributed equally between the projects Internet Access Flagship: Rural Empowerment through Digital Inclusion (REDI) and "Chokhatauri municipality towards a sustainable energy future".

75% of the regular working hours is to be performed from Monday to Friday, from 11:00 to 17:00 physically at the office or online at the computer desk (30 hours in total).

Working time includes working online from home and three days working from the office; The changes may apply upon prior notification and agreement.

25% of the regular working hours is to be performed at time, space, and form preferred by the Employee.

Employment conditions:

Employment contract for the probation period (6 months) with a prospect of a long-term contract if performance is satisfactory

Employment location:

Solidarity Fund PL branch office in Georgia,

20, Chavchavadze Avenue (Vake district)
0177, Tbilisi, Georgia

Detailed Tasks and responsibilities:

- Develops and implements communication strategies that effectively convey the projects' objectives, progress, and results to a range of stakeholders, including partners, donors, and the public. This include:
 - o To support the Project Manager in developing and updating the Project Communication and Visibility Plan, advising detailed tactics, messaging, timelines and audience segmentation;
 - o To support the Project Manager in estimation of costs for communication and visibility activities;
 - o To support the Project Manager and Project Core Team in the organisation of the project events.

- Manages internal and external communications, ensuring accuracy and consistency of messages, and enhancing the project's visibility and impact through various media and communication channels. This include:
 - o To manage media relations and handle external communications, including project press releases, media inquiries and public announcements;
 - o To ensure that all communication materials adhere to legal and ethical guidelines, privacy regulations and SFPL policies and are in compliance with project branding, including the correct use of logos;
 - o To craft and refine project-related messages to ensure clarity, consistency and relevance to different target audiences, including local communities, donors, government entities and the general public;
 - o To produce, review, edit and disseminate communication materials, such as newsletters, press releases, presentations and updates, in line with communication plan;
 - o To develop and implement crisis communication plans to address unexpected challenges or issues that may impact project's reputation or success;
 - o To oversee the production of multimedia content such as videos, photos and infographics to enhance project visibility;
 - o To ensure coordination with SFPL HQ communication unit on project results and success stories;
 - o To ensure data collection regarding the audiences reached and impact indicators of the communication and visibility activities within the project;
 - o To provide recommendations to improve project and SFPL visibility on social media and/or other platforms;
 - o To report as per need on project communication and visibility activities to the HQ and donors.

- Performs other tasks as required.

Minimum eligibility qualifications:

- Higher education diploma;
- Previous experience in communication and/or social media (min. 2 years);

- Proficient knowledge, oral and written of the English and Georgian languages; Russian is considered as an asset;
- A good understanding of the social media, especially, Facebook.

Competencies:

- Light pen;
- Copywriting skills;
- Ability to think creatively;
- Teamplayer, who enjoys sharing and collaborating within and beyond the organization with partners of different backgrounds and capacities;
- Ability to communicate effectively with different target groups, both internally and externally.

What do we offer?

- Stable employment.
- Career growth within the organization's structures.
- Ability to gain experience in the international settings.
- A motivated and supportive team of local and international colleagues driven to make a difference in Georgia.
- Comfortable working conditions and monthly paycheck of 3330 GEL GROSS.

Interested candidates are requested to send CV (max. 2 A4 pages) and a brief (no more than 1000 words) cover letter in English no later than 21 July 2024 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2024/05 (GEO)". We reserve the right to complete the recruitment process earlier.

Interested? Send your CV and cover Letter no later than 21 July 2024 as instructed above.

Solidarity Fund PL will contact only short-listed candidates. Solidarity Fund PL does not return submitted documents.

Personal data protection in the recruitment process

We process your data for recruitment purposes only. Your application documents ought to include data required by labour law. Without sharing the abovementioned data, we will not be able to conduct the recruitment process and consider your application.

Sharing any additional data is voluntary and will be processed based on your consent, expressed directly by sending application documents to us.

We process your data provided in connection with the recruitment process:

- for the purposes of the recruitment process, to comply with legal obligations regarding employees recruitment process,
- based on your consent, if you voluntarily share additional data not required by any applicable law,
- if you grant your consent, for the purpose of using them in the future recruitment processes,

- to verify your qualifications and skills, which is our legitimate interest,
- to assert claims of defend against claims, which is our legitimate interest.

After submitting your application, your personal data will be processed for the period necessary to conduct the recruitment process, but in no event no longer than for the period of 12 months or until you revoke your consent. After an open role is filled to avoid any disagreement between you and us, we will store your data for the purpose of securing any claims until the limitation period expires.

If you submit your application to participate in the future recruitment processes, we will process your data until you revoke your consent, but no longer than for the period of 6 months.

As we are the branch of the Solidarity Fund PL with the headquarters in Poland, the data may be transferred to Poland (but only for the purposes of the recruitment process you are applying to).

The data may also be made available to our providers of external services e.g., IT services, legal and accounting services, companies that support us during the recruitment processes.

In any case we will ensure an adequate level of protection of personal data required by law.

You have the right to demand from us access to your data, rectification, deletion or limitation of processing, the right to object to the processing, the right to transfer data, as well as the right to withdraw your consent at any time. Withdrawal of consent does not affect the legality of the processing, which was made based on your consent before its withdrawal.

You have the right to file a complaint to the relevant authority established by the law or to the relevant court – if you consider that the processing of your data violates the legal provisions.

We inform you that we will not take automated decisions for you at any point of the recruitment process, including decisions resulting from profiling.