

The Government of Anguilla is seeking a suitably qualified Communication, Visibility and Outreach Officer for the “Streamlining Anguilla’s Energy Sector Towards a More Sustainable Future” under the Sustainable Energy and Marine Biodiversity Programme (ReSEMBiD).

Title: Communication, Visibility and Outreach Officer, Sustainable Energy Project - ReSEMBiD

Area: Streamlining Anguilla’s Energy Sector Project Activities

Duration: 12-month fixed-term contract

Time Expectation: Fulltime

Starting Date: Immediately

Location: Anguilla

Project Background

The Communication, Visibility and Outreach Officer or will support the Sustainable Energy Project in Anguilla under the ReSEMBiD programme entitled “Streamlining Anguilla’s Energy Sector Towards a more Sustainable Future”. The Communication, Visibility and Outreach Officer or under the direction of the Project Coordinators, will oversee all administrative and logistic tasks, related to the communication, visibility and outreach activities of the project. These expected outcomes will support future renewable energy development, improve public knowledge awareness, attitudes, and perceptions towards energy efficiency and, renewable energy technologies. It will strengthen institutional capacities and competencies to lead the energy transition through proof of concept activities to inspire increased uptake of energy efficiency, renewable energy technologies, and Electric Vehicles (EV).

Duties and Tasks

The successful candidate or will be required to perform the following duties:

- Implement, update and monitor a Communication, Visibility and Outreach Plan;
- Oversee the design and editorial content of the website and internet, ensuring that content are regularly updated and promoted, and maintain the programme website;
- Organize or assist with the organization of events as indicated in the work plans, schedule timetables for Calls for Proposals, and/or Communication, visibility and Outreach Plan;
- Communicate complex information in a lively, accurate and readable manner in a variety of formats, including, press releases, magazines, newsletters, websites and letters, and targeted at a range of audiences.
- Prepare and arrange for the production of printed materials (brochures, newsletter, and leaflets posters) as indicated in the work plan and Communication, visibility and Outreach Plan.
- Proactively identify media opportunities; Work in close liaison with the Project manager and Project coordinators to plan and implement media events including press releases, report launches and press conferences;

- Draft press releases, statements, news summaries and ensure print and electronic media coverage for the events;
- Collecting all publications and records for project files, and contribute to the Project Progress Reports with all published materials, broadcasts and events;
- Ensure the visibility in all programme events, on printed materials, etc;
- Provide technical advice and support to Project Coordinators, Project Manager and other staff in planning and developing relevant communication, visibility and outreach products;
- Participation in public procurement and subcontracting procedures including preparation of related technical documentation in the area of the communication, visibility and outreach products;

Profile and qualifications

- University degree preferably in Communication, journalism, marketing, media, business administration, or related relevant fields;
- Fluency in both written and spoken English.
- 5 years' work experience after graduation, in communication and visibility matters;
- Working experience in media relations
- Ambition to work in an international environment with different administrative traditions;
- Experience with the administration of international donor project management, preferably, experience in communication, visibility and Outreach matters, is an asset;
- Ability to work in a complex environment;
- Excellent analytical and organizational skills.

Reporting

The Communication, Visibility and Outreach Officer will be reporting to the Project Coordinators. He/she will prepare monthly reports about the implementation of the activities, under the communication, visibility and Outreach plan. He/ she each month will prepare an activity sheet to submit to the Project Coordinators for approval.

Note

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Application Process

- All interested candidates must submit to Karim VD. Hodge Karim.Hodge@gov.ai

- Please provide a cover letter, current curriculum vitae (CV), certified copies of qualifications and any other supporting documents.
- **Submission Deadline:** 01st December, 2022, at 1500 hours, Anguilla Time.

Candidates who would be hired via a company should provide details of the latter.