



IOM-Return of Qualified Afghans (RQA) Project -2019/2020

Terms of Reference

Position Information:

Organization:	Ministry of Refugees and Repatriations (MoRR)		
Job Title:	Communication and Public Awareness Specialist (CPAS)	Job Type:	Full Time
Number of Placements Available:	1	Closing Date:	2019/April/15
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female	Contract Duration:	10 months with a possibility for extension up to 12 months in Total
Sector:	Policy Support	Vacancy Number:	IOM-RQA 2019-2020 (MoRR) 002
Sub Sector:	Social Mobilization		
Job Location (Province):	Kabul	City:	Kabul

Context:

Under the overall supervision of the Minister of Refugees and repatriation and the direct supervision of the Information and Communication Director, the successful candidate will undertake the below mentioned responsibilities supporting the Ministry of Refugees and Repatriations.

Responsibilities:

- Provide technical assistance, capacity building and training to strengthen the capacity of MoRR counterparts in communications, public outreach, advocacy and citizen engagement.
- Work with the MoRR Strategic Communications Department to promote MoRR's communication and public outreach strategy with the aim to improve communication and public participation amongst stakeholders including civil society, private sector, the media, returnees, IDPs, women and youth groups and other stakeholders on implementing the MoRR communication and public outreach strategy.
- Contribute to the high- quality reporting and sharing daily/weekly highlights on the MoRR web site and social media in order to reflect the achievements of MoRR.
- Analyze the current public engagement, communication and media strategies, plans and procedures of provincial. counterparts and identify areas for improvement and strengthening.



International Organization for Migration (IOM)

The UN Migration Agency

- Assist with strengthening the capacity of MoRR counterparts on inter-governmental communication and advocacy, both at the Ministry at the national level (horizontal) and with DoRRs at the sub-national level (vertical).
- Assist with provide training, coaching, and mentoring to provincial counterparts on public relations, public engagement strategies. media relations, organization of town hall meetings, and other communication related activities.
- In cooperation with MoRR counterparts and relevant MoRR partners, support the identification and implementation of public campaigns, media events, town hall meetings, and other public information mechanisms to raise awareness about government services.
- Assist with preparing reports and designing of banners.
- Support the consultation process with refugees, returnees, host communities (citizens), civil society and the private, sector (including women, youth and minorities) in preparing the MoRR Strategic Plans (PSP) and give inputs to Strategy and Policy Development Teams.
- Assist with developing communication and knowledge management products and a sustainable system for the development thereof to share information and knowledge amongst partners.
- Edit the MoRR web site and all MORR social media in term of language and grammar.
- Carry out other relevant tasks, as instructed by the MoRR leadership.

Educational qualifications:

At least a bachelor's degree in Journalism, Communications, Research, Social Science, Management or other related field with at least three (3) years of relevant and professional experience. Master's degree in the related field with 2 years relevant experience is an asset.

Experience:

At least 3 years of relevant work experience in public outreach, communications or the media. Experience with working on donor-funded development programs and prior experience working in government institutions will be an advantage.

Languages:

Fluency in one of the national languages (Dari or Pashto) is required.
Working Knowledge in English is preferable.