



Job Title: Communications Coordinator for Africa & Arab Countries

Travel: 25%

Team: Communications

Date: 07/12/2018

Overall responsibilities:

The **Communications Coordinator for Africa & Arab Countries** is responsible for developing and implementing PSI's communication in the region in collaboration with the Head of Communications at PSI's Head Office and the PSI Regional Secretary for **Africa & Arab Countries**. Her/his main task is to ensure that PSI communications' work supports the achievement of PSI political priorities. This involves working with affiliates and allies to build and project power through effective external communication of our position in the whole region.

Assigned duties:

1. Develop and implement a regional communications' strategy having as a guideline the regional Programme of Action (2018-2022);
2. Provide communications support for PSI priority campaigns, policy and advocacy work in the region with respect to the [sectors](#) or [issues](#). PSI works mainly in Tax Justice, Trade Union Rights, Privatization, Health, Growth.
3. Raise PSI's profile in the mainstream and alternative media (placing stories, Op-eds, quotes on newspapers/magazines/TV stations in the whole region). For that, the journalist is expected to build a network of media contacts and monitor local mainstream and alternative media;
4. Develop and maintain a strategic network of media contacts;
5. Develop ties with Comms staff from [153 PSI affiliates in 43 countries](#) in the region;
6. Prepare reports on PSI activities in the region (with possibility of travelling when necessary, mostly with the Regional Secretary);
7. Produce and edit content for PSI printed and electronic communications (press releases, articles and photographs for the PSI website, publications, etc);
8. Feed PSI's social media channels: [Facebook](#), Twitter, Instagram, Flickr, Whatsapp

Required qualifications and skills:

1. University qualifications or equivalent work experience in communications and related fields (for example as print journalist, editor or online editor), ideally in an international context;
2. Proven capacity and experience in media relations and in the production of media material such as press releases, website content, social media content, audio visual, support information and campaign materials, ideally in an international, multicultural context;
3. Excellent spoken and written English and French; Arabic highly desirable and other language skills an advantage;
4. Good understanding of public sector, trade union, tax justice and gender equality issues;
5. High level of initiative and the ability to work autonomously and under pressure

Supervision:

The **Communications Coordinator for Africa & Arab Countries** reports directly to the Head of Communications at the Head Office in Ferney-Voltaire (France) and to the PSI Regional Secretary for Africa & Arab Countries in Lomé (Togo).