



### ***Job Opportunity: Communication and Engagement Coordinator***

The Western Indian Ocean Marine Science Association (WIOMSA) seeks applications from suitably qualified and experienced individuals for the position of ***Communication and Engagement Coordinator***. The Coordinator will be responsible for the coordination, supervision and implementation of all activities related to Communication and Engagement within WIOMSA.

WIOMSA is a regional, non-profit, membership organization established in 1993 and registered in Zanzibar, Tanzania in 1994 as a non-governmental organization. The organization is dedicated to promoting the educational, scientific and technological development of all aspects of marine sciences throughout the Western Indian Ocean (WIO) region (consisting of 10 countries: Somalia, Kenya, Tanzania, Mozambique, South Africa, Comoros, Madagascar, Seychelles, Mauritius, Réunion (France)), with a view toward sustaining the use and conservation of its marine resources. WIOMSA has a particular interest in linking the knowledge that emerges from research to the management and governance issues that affect marine and coastal ecosystems in the region.

WIOMSA is committed to fair, objective and positive employment practices and promotes equal opportunities and diversity in employment. Female candidates are strongly encouraged to apply for this position. WIOMSA is committed to achieving 50/50 gender balance in its staff.

#### **Duties and Responsibilities:**

Under the guidance of the Executive Secretary and in close collaboration with other staff, the Communication and Engagement Coordinator will be responsible for all activities related to communication, dissemination, engagement, outreach and advocacy. The Coordinator shall ensure that the activities specified within the WIOMSA Strategic Plan, Business Plan, Communication and Engagement Strategy, and other key documents are carried out in such a manner as to achieve the Association's objectives. In general, the roles and responsibilities of the Coordinator will include, but are not limited to the following:

- i) Coordinate the implementation of WIOMSA's Communication and Engagement Strategy including monitoring and reporting on its progress, taking appropriate follow-up actions, and analyzing the outcomes.
- ii) Editor of WIOMSA's popular communication media (Annual Report, Magazine, Newsbrief).
- iii) Initiate and coordinate the development and production of educational and awareness materials.
- iv) Develop marketing and communications materials including a detailed prospectus and web presence mainly for resource mobilization and raising the Association's visibility.
- v) Inputting and updating of the data and information on the WIOMSA website, particularly in relation to WIOMSA's member's portal, WIOMSA Alumni, and WIO-COMPAS Page.
- vi) Maintaining WIOMSA's profiles on social networks (Facebook, YouTube, Twitter and Instagram) with information about project activities and events, including uploading WIOMSA blog entries.

- vii) Assist with the organization of WIOMSA's events, including symposia.
- viii) Working with WIOMSA grantees and partners to prepare articles and videos for submission/publication through different media channels.
- ix) Establish and sustain professional relationships and linkages with specialized national, regional and international organizations involved in training, capacity building, and communication and information dissemination relevant to WIOMSA.
- x) Undertake activities to promote media coverage (e.g. press conferences, interviews, press seminars and other special activities) of priority issues and/or major events, initiating pro-active media outreach efforts, disseminating materials and consulting with press on approach/story angle and other information requests, undertaking appropriate follow-up action and analyzing and reporting on the impact of coverage.
- xi) Showcase WIOMSA sponsored projects and regional research centers/field stations and other institutions.
- xii) Analyze and integrate diverse information from varied sources in production of a variety of written communications products.
- xiii) Monitor and analyse opinion of members and participants on different events, identify issues and trends, and advise the Association on appropriate action/responses.
- xiv) Ensure the proper marketing, sale and distribution of WIOMSA products such as publications.
- xv) In consultation with the Executive Secretary, represent WIOMSA and deliver oral presentations to various audiences at relevant national, regional and international fora.
- xvi) In close collaboration with the Executive Secretary and the relevant organs of the Association, identify additional sources of funding and other support.
- xvii) Carry out any other duties assigned by the Executive Secretary.

### **Conditions of the Contract:**

The person selected for the position will be appointed for a period of one year (with a 3-month probation period), renewable depending on performance. A competitive remuneration package is offered, depending on qualification and experience.

### **Qualification Requirements**

We seek a candidate with the following skills and qualifications:

- Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or related field is required/OR an advanced university degree in another field with proven experience in science communication, outreach and engagement.
- Excellent written and oral communication skills.
- Demonstrated ability to write for a specialized audience, and technical report writing.
- Clear ability to take initiative on independent work, with a high degree of self-motivation.
- Exceptional time management and organizational skills including the ability to plan, prioritize and coordinate multiple projects/deadlines; work well with deadlines.
- Exceptional interpersonal skills and ability to accommodate different work styles and personalities; enthusiasm for working as part of a team.
- Familiar with major publications software.
- Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective campaign strategies and programmes, e.g. campaign management, media operations, marketing and promotion, audience outreach, message targeting.
- Capacity to communicate effectively to different audiences is highly desirable.

- Excellent command of English (oral and written). Working knowledge of French will be an added advantage.
- Previous work experience in one or more of the participating countries and/or experience in the Western Indian Ocean Region is an asset. Demonstrated experience in communication and media releases of a multi-disciplinary project is desirable.
- Familiarity with sustainable development and marine and coastal environmental issues in the Western Indian Ocean region will be an advantage.

### **Application Procedure**

Applicants are requested to submit a comprehensive CV with three contactable references, as well as a 1-page motivation as to how they see their role in this post. All applications will be treated in the strictest confidence. Emails should be sent to [secretary@wiomsa.org](mailto:secretary@wiomsa.org), with the subject title “*Communication and Engagement Coordinator*”.

### **Closing date**

Applications must be received no later than **13 April 2018**.

Candidates who have not been contacted within 21 days of the closing date must please assume that their applications were not successful. Correspondence will be limited to shortlisted candidates.