



OBSERVATOIRE DU SAHARA ET DU SAHEL SAHARA AND SAHEL OBSERVATORY



COMMUNICATION DEPARTMENT

TERMS OF REFERENCE

RECRUITMENT OF A COMMUNICATION OFFICER

Job title: Communication Officer associated with the Communication Department

Place of employment: Tunis (Tunisia)

Type of contract: Fixed Term Contract (renewable)

Languages required: French and English

Starting date: 09/01/2021

[AC/OSS/DEPART-COMM_CHARGECOMM/280721-14]

1. CONTEXT

The Sahara and Sahel Observatory (OSS)¹ is an organization with an international scope and an African vocation, created in 1992 and established in Tunis (Tunisia) since 2000. Today, the OSS has 33 member States² and 13 (international, sub-regional and non-governmental) member organizations. The OSS current area of action covers the hyper arid, arid, semi-arid and dry sub-humid regions of the Sahel-Sahara part of the African continent and extends over an approximately 17.52 million km² area, i.e. 57% of the continent's surface.

The OSS is a scientific and technical instrument, whose main mission is to support its African member countries in the integrated and coordinated management of their natural resources with a particular focus on issues relating to water and land in a particularly disadvantageous climate change context. The OSS principle of action is to work alongside member states and organizations and to play the role of initiator and facilitator of partnerships on the above-mentioned topics. An assignment based on knowledge transfer, capacity building and awareness-raising for all stakeholders.

In its new ten-year (2021-2030) strategy, the OSS plans on promoting its interventions in terms of information, communication and advocacy. The vision aims to promote knowledge and achievements, information and awareness around its areas of intervention.

The Communication Department is mainly responsible for implementing the institutional communication strategy which aims to strengthen the visibility of the activities and results of OSS action in its fields of intervention, through communication tools and relays.

In real terms, the OSS is looking forward to consolidating its image and its positioning as well and improving access to information, the involvement and commitment of target audiences and the ownership of its action by the member countries and organizations, on issues related to the management of natural resources, the preservation of biodiversity and the fight against the harmful effects of climate change in its area of action.

For this mission to be carried out, the Communication Department has set up a multidisciplinary team that works in close coordination with the OSS technical departments and bodies.

2. DESCRIPTION OF THE ASSIGNMENT

Under the responsibility of the Communication Department Coordinator, the Communication Officer will mainly have to provide technical support for the implementation of the Department's activities.

In particular, he/she will carry out the following activities:

Operational communication

- Liaise between the technical departments and the communication department, by developing internal communication mechanisms, making the communication department optimize its role of supporting technical programs;
- Support the technical departments in the development and implementation of their communication strategies.

¹ <http://www.oss-online.org/>

² The 33 states include 26 African countries and 7 non-African countries. The Central African Republic is the last country to have joined the organization in December 2020.

- **African countries:** Algeria, Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Ivory Coast, Djibouti, Egypt, Eritrea, Ethiopia, Gambia, Guinea-Bissau, Kenya, Libya, Mali, Morocco, Mauritania, Niger, Nigeria, Uganda, Senegal, Somalia, Sudan, Chad and Tunisia.
- **Non-African countries:** Germany, Belgium, Canada, France, Italy, Luxembourg and Switzerland.

Digital Communication

- Produce content that is appropriate to the OSS digital platforms;
- Make sure the institutional website is regularly updated in close collaboration with the program teams;
- Provide assistance in redesigning the institutional website;
- Regularly update the OSS official accounts on social networks (Twitter, Facebook and LinkedIn), in close collaboration with the technical departments;
- Give a hand in the development of audio-visual communication media in support to the OSS digital communication.

Media relations

- Support the development of media content, including press releases and dossiers;
- Have the partnership with specialized journalists in Africa consolidated by holding regular thematic webinars for them;
- Establish a database of specialized media in Africa and have it updated.

Workshops, conferences and field missions

- Help with the organization of events, conferences and workshops by ensuring their consistency with the OSS mission and the needs of its member countries;
- Contribute to the preparation of field missions and give advice and assistance necessary for their visibility.

Other activities of the Communication Department

The Communication Officer will also be involved in the execution and support of all other activities of the Communication Department, including the preparation of minutes and reports, at the request of the Department Coordinator.

PROFILE OF THE APPLICANT

Education

At least, a graduate degree (Bachelor + 3 degree) in Communication, Journalism, Marketing or any other related field.

Experience

- At least 05 years of relevant professional experience in the field of institutional communication;
- At least one former experience in digital communication, especially as Webmaster and / or Community manager;
- Excellent writing skills in French and English;
- Very good command of the use of photo and video equipment;
- Knowledge of photo, video and sound processing software would be an asset;
- Previous experience in an international organization would be an asset.

Professional requirements

The applicant will have to meet the following requirements:

- Diplomacy, tact and professionalism; As part of his/her duties, the expert might have to interact with personalities from the OSS member countries, decision-makers and development partners;
- Willing to work with people of different nationalities and backgrounds and to travel to the different countries of the OSS area of action;
- Enthusiastic and able to quickly learn new concepts and take initiatives;
- Able to take accurate and timely responsibilities;
- Willing to work within a team and under pressure and to positively contribute in the team spirit;
- Have a sense of organization with result-based planning;
- Open to change and flexible in a very dynamic environment;
- Able to effectively adapt their approach to follow changing circumstances or needs;
- Excellent written and oral communication skills;
- Capacity for analysis, synthesis and writing;
- Perfect command of French and English languages;
- Good knowledge of new information technologies and a good command of office software.

3. REMUNERATION

The net monthly remuneration ranges between 800 and 1000 Euros with consideration of years of proven professional experience.

The OSS covers the contributions of the successful applicant to the OSS insurance. These insurances cover group risks of illness, disability, death, as well as individual insurance against bodily accidents and travel insurance.

4. DATE AND PLACE OF EMPLOYMENT

The successful candidate must be ready to join the communication team no later than **September 1, 2021** at the OSS headquarters (Boulevard Leader Yasser Arafat, Tunis) or in one of its side premises.

5. PRESENTATION OF THE APPLICATION FILE

The file must include the following **documents**:

- A cover letter signed and addressed to the OSS Executive Secretary;
- A detailed curriculum vitae of the applicant according to the standard OSS CV template available at the following link: [[OSS CV Template](#)];
- A copy of all diplomas;
- Copies of any other reference deemed useful.

Evaluation

The attached table provides an overview of the assessment scales for applicants.

The selection includes a short-listing phase based on the application files and an oral and / or written interview phase.

The short-listed experts will have to sit for an oral and / or written interview.

The final ranking of the shortlisted experts will be decided after this interview.

6. SUBMISSION PROCEDURE AND DEADLINE

Applications must be sent by **email** to: procurement@oss.org.tn

E-applications must contain the following statement:

Call for applications: Communication Officer associated with the Communication Department (OSS) [AC/OSS/DEPART-COMM_CHARGE/COMM/280721-14]

Deadline for receipt: **Thursday, August 12, 2021, midnight** (Tunis time).

ANNEX - SCORING SCALE FOR APPLICATIONS

Sections	Notes / Scales
Diplomas (Qualification in the required fields)	15 points
Professional experiences and references (PN: Only experiences supported by a certificate will be considered)	
<ul style="list-style-type: none">• Number of years of experience	20 points
<ul style="list-style-type: none">• Relevant professional references	40 points
Mastered languages	10 points
Level of motivation	10 points
Organization and presentation of the file	05 points
Total	100 points