**JOB VACANCY ANNOUNCEMENT**

**Position and Assignments:**

1. Position: Senior Communication Officer
2. Immediate Supervisor(s): Pillar-2 Head: Forest Economy and Climate Actions
3. Immediate Supervisees: Field Officers & CMOs
4. Duty Station: 60% Monrovia 40% Field
5. Contract Duration: One year (with possible extension)

**Background**

The UNDP, with funding provided by the European Union Delegation in Liberia, is implementing the LEH-GO-Green project whose goal is to improve natural resources governance and business environment for sustainable forest-based activities in line with the 2021-2024 EU Programming Forestry & Conservation Contribution to TEI ‘Sustainable Forestry and Biodiversity Conservation in Liberia. SCNL has been identified as an Implementing Partner to support a component of the project whose objective is to enhance access to forest-based revenue and livelihood opportunities for improved forestry and conservation activities under Outcomes 1: Community Conservation Agreement (CCA) developed and implemented to support sustainable livelihood and nature-based solutions in targeted authorized forest communities; and Outcomes 3: Resilient and diversified income and livelihood opportunities and business development of forest-related enterprises created and strengthened. The SCNL will execute these components of the project in collaboration with the FDA.

The target beneficiaries are 30 forest-dependent communities, comprising 500 households around the Gola Forest National Park and Grebo-Krahn National Forest. Some of these communities will also be participants of four (4) Conservation Agreements for which SCNL will provide technical support to UNDP and FDA, SCNL is expected to work with other partners, sharing expertise and knowledge to support implementation and will benefit from capacity-building as a result of being involved in managing the project.

**Post Description**

To support effective project implementation, SCNL is seeking to recruit a Senior Communication Officer to assume the primary responsibility for planning, developing, and implementing communication strategies to promote SCNL programs. The incumbent will also be responsible for developing partnerships with other relevant organizations and with the SCNL local, national, and Global Networks and partnerships to disseminate information and create awareness about topical conservation issues under the project and SCNL program Pillars. The successful candidate will report to the Program Manager.

Under the directives of the Pillar-2 Head: Forest Economy and Climate Actions, the Senior Communication Officer will execute the below tasks in collaboration with other program and projects staff:

# Program Communications for Advocacy and Awareness

* The Communications Officer will work closely with the SCNL Program section to ensure that relevant program materials such as Human-Interest Stories, donor reports, proposals, factsheets, infographics, etc. are developed and disseminated to donors and project target groups through relevant media and network channels.
* He/she will assist SCNL in proposals development stage to identify appropriate communication activities for all projects.

# Media Relations

* The successful candidate will develop and maintain contact information, materials, and relationships with journalists and media outlets (print, TV, radio, web, etc.) within and outside Liberia to increase coverage of conservation issues in the media (print, broadcast, and digital). Specific activities may include:
* Draft and edit articles, press releases, human interest stories, and other advocacy/information materials.
* Collaborate with the media by organizing project site visits, facilitating photo coverage and TV footage, and utilizing both web-based and traditional media as appropriate.
* Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage, clippings, etc.

# Digital Communications/Social Media

* Maintain SCNL website and social media sites (Facebook, Twitter, Instagram, and YouTube) such as daily monitoring, posting, and content development.

# SCNL Brand and Communications

* Ensure timely and quality production of advocacy and branding materials such as periodicals, annual and donor reports, supplements, calendars, briefing notes, human interest stories, picture stories, videos, etc.
* The Communications Officer will develop and archive communication materials, including digital, such as publications, press releases, clippings, photographs, audio-visual materials, web resources, etc.

# Donor Relations

* Develop and maintain an updated list of SCNL donors and special interest groups.
* Assist in developing donor visit schedules/brochures, donor gifts, cards, etc.
* Support preparation of background materials, briefs, and information kits for visiting donors and high-profile guests/visitors. The task includes travel planning, logistics, and administrative arrangements.

# Events/Campaigns

* Assist in organizing and generating public support for special events and campaigns to promote strategic conservation goals.
* Support organization of workshops, seminars, campaigns, events, and project review meetings, including agendas and meeting minutes.

# Monitoring and Evaluation

* Monitor and evaluate the impact of communication materials and advocacy events/campaigns to target audiences in collaboration with the Monitoring, Evaluation, and Learning Officer.

# Working Relationships

* The Communications Officer will have to work closely with all SCNL Projects Coordinators/Officers daily.
* He / She will maintain close interaction with communications and program staff of the SCNL network, and with entities associated with communications and conservation work within and outside the government, including the local media and conservation partners.

# Values and Ethics

* The candidate should have a high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours.
* He/she should also demonstrate and be exemplary in portraying SCNL values and ethics.
* He/she should be a good team player.

**Qualification and Experience**

**Education**:

* Bachelor’s Degree in communications, journalism, public relations, or a related field.

**Experience**:

* At least three years of similar work experience is required.
* The candidate should be able to work independently – with minimum supervision and guidance from supervisors.
* Demonstrated and extensive social media experience is an added advantage.

**Skills:**

* Excellent written and oral English communication skills are required.
* Knowledge of other languages/dialects is an asset.
* He/she should have advanced working knowledge of MS Office (Word, PowerPoint, Excel, and Publisher).
* Candidates with basic design and layout skills and adept in using Adobe Photoshop and Pagemaker are an added advantage.

**Submission of Applications:**

Please submit a letter of application along with copies of academic credentials address to:

The Finance & Administrative Manager

Society for the Conservation of Nature of Liberia (SCNL)

Henry’s Compound, Opposite the German Embassy

Tubman Boulevard, Congo Town

or email: [vacancy@scnlliberia.org](mailto:vacancy@scnlliberia.org)

Deadline for Applications: June 30, 2024

***Females and persons with disability who are qualified are encouraged to apply***