



RANAA Communication Officer (Full-Time)

Role Profile			
Job Title:	RANAA Communication Officer	Department:	Secretariat
Reports to:	RANAA Executive Director		
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1. Background:			
<p>The Regional/ Arab Network Against AIDS (RANAA) was founded in December 2002. RANAA's mission is to ensure universal access to health and quality of life of people living with HIV (PLHIV) and reduce the spread of HIV/AIDS in the Middle East and North Africa (MENA) region.</p> <p>The RANAA's secretariat in partnership with UNAIDS, International HIV/AIDS Alliance, International Development Law Organization (IDLO) and other donors, is implementing its activities to promote the involvement of the Civil Society, key populations (KPs) and PLHIV in the AIDS response and decision making in MENA, strengthen the country-level response to AIDS and facilitate access to health services in MENA.</p> <p>RANAA is also in the process of implementing its Fundraising & communication strategies.</p>			
2. Job Purpose:			
<p>The key function of the communication officer is to undertake the planning, development and delivery of RANAA internal and external communications, including website, monthly members' journal and other members communications and publications; to contribute to RANAA's communication work programs.</p>			
3. Principal Accountabilities / Key Result Areas:			

The Communication Officer has 3 key areas of responsibility in coordination with the Executive Director:

- 1- Implement RANAA's communication strategy**
- 2- Liaise with media and relevant service providers**
- 3- Follow-up RANAA's communication programs**

1- Implement RANAA'S communication strategy

- Set targets, monitor and report on website usage and downloads data on a quarterly basis
- Ensure continuous communication with RANAA members
- Proactively seeks new forums for RANAA work, news items and contents to feed into RANAA's social media: website, Facebook and twitter
- Package and disseminate RANAA reports, case studies, tools, IEC and other materials to maximize their use
- Develop and disseminate a periodical newsletter
- Enhance RANAA's online repository and establish contact with relevant stakeholders

2- Liaise with media and relevant service providers

- Prepare news releases and other public briefing notes relevant to the work of RANAA secretariat and members
- Coordinate and ensure the linkages with media on RANAA's activities and during events
- Maintains file record of media coverage of RANAA and its members
- Develop RANAA's promotional and branding material and liaise with graphic designers whenever needed

3- Follow up on RANAA's communication programs

- Reshape and animate RANAA's online platform and ensure the involvement of new participants
- Provide quarterly reports on advocacy messages
- Monitor and evaluate RANAA's online platform
- Develop, whenever necessary, proposals related to RANAA's effective communication

4. Knowledge, Skills Experience and Competencies:	
Qualification	<p>Bachelors Degree in Public Relations, Journalism, Communication or Marketing</p> <p>Command of Arabic, English and French</p>
Experience	2 to 3 years of professional experience
Core Competencies	<ul style="list-style-type: none"> • Excellent communicator with demonstrated writing and editing skills • Team player with good interpersonal skills; • Self driven person and achiever; • Good planning and organizing skills; • Excellent computer skills (Microsoft Office- Word, Excel, Power Point); • Able to work under pressure. • Capacity of taking decisions and solving problems • Communicate fluently in Arabic and English
5. Duration of Contract: 11 months – ends 1 st of August 2017	
6. Application:	
<p>Interested applicants should submit their candidature to RANAA Secretariat by sending their CV to the following addresses: contact@ranaa.net / geid@ranaa.net</p> <p>For further information, please contact us at</p> <p>01-482 428 / 01-480 714</p>	
7. Deadline for Submission: August, 27, 2016	