**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE** | Communications OfficerUHC2030 Civil Society Engagement Mechanism |
| **MAIN PURPOSE OF JOB** | UHC2030 is a multi-stakeholder partnership co-hosted by the World Bank and the World Health Organization (WHO), with the aim of supporting a movement for accelerated, equitable and sustainable progress towards Universal Health Coverage (UHC) as well as the other health targets in the Sustainable Development Goals, including global security and equity. The UHC2030 Steering Committee established a Civil Society Engagement Mechanism (CSEM) to become the civil society arm of the UHC movement and a critical contributor to UHC2030. The committee was charged with focusing its attention on the needs of the most marginalized and vulnerable populations with the aim to ensure that no one is left behind. CSEM seeks to contribute to building an inclusive, broad and sustainable civil society movement on UHC, influence policy design and implementation, strengthen citizen-led and social accountability mechanisms, and promote coordination and harmonization between civil society organization (CSO) platforms and global health networks. Management Sciences for Health (MSH) and WACI Health co-host CSEM secretariat. MSH is the lead host for the secretariat while WACI Health provides communications and advocacy technical support to the CSEM Secretariat. As a member of the CSEM Secretariat, the Communications Officer, will work closely with the CSEM Coordinator and the Advisory Group to: * Mange the listserve and the CSEM@msh.org mailbox on a daily basis to ensure proper internal and external information flow.
* Manage CSEM social media platforms (Twitter and YouTube, among others)
* Support event communications.
* Create communication campaigns to increase awareness of the CSEM mandate and to raise CSEM visibility.
* Produce and release the monthly CSEM Voices newsletter.
* Update the current CSEM communications strategy.
* Maintain and update the CSEM website.
* Contribute to expanding the CSEM membership.
* Liaise with UHC2030 communications staff to provide inputs to UHC2030 reports and align communications activities.
* Support drafting of talking points, news reports, op-eds, blogs, and journal articles.
* Organize travel logistics for CSEM Advisory Group members to attend country, region or global conferences and events.
* Organize civil society trainings, strategy sessions, and meetings on advocacy (many of these are done either as unofficial or official side sessions on the sidelines of conferences and/or events).
 |
| **DEPARTMENT** | Policy and Advocacy  |
| **LOCATION** | Kenya/South Africa/Ethiopia |
| **REQUIRED MINIMUM EDUCATION** | **Required:** A BA degree in a field of study relevant to the technical area (communications, Journalism, global or public health).**Preferred:**Master’s Degree in a field of study relevant to the technical area (communications, Journalism, global or public health). |
| **REQUIRED MINIMUM EXPEREINCE** | **Required:**6 years of relevant and related experience for candidates with a BA, 4 years of experience for candidates with an MA. At least 3 years’ experience in leading project communication strategies and in policy advocacy.**Preferred:**Experience in international public health is highly preferred.  |
| **KNOWLEDGE AND SKILLS** | * Strong knowledge of global health issues. Previous experience working on universal health coverage strongly desired.
* Excellent writing, editing and presentation skills in English.
* Effective use of social media and preparing print publications to promote global health projects required.
* Experience managing website and online/virtual communications platforms and webinars.
* Experience conducting online and print research.
* Strong computer skills including Microsoft Office; strong familiarity with social media, and experience with web content management.
* Team player with resourcefulness and the ability to work independently.
* Demonstrated experience working in/with low- and middle-income countries preferred, either in a programmatic or advocacy capacity.
* Experience with event and meeting planning and facilitation.
* Written and oral proficiency in French, Spanish or another United Nations language helpful.
* Ability to travel internationally and domestically as required.
 |
| **COMPETENCIES** | * Superb organizational, research and analytical skills.
* Attention to detail.
* Ability to work in a fluid, fast-paced environment with multiple priorities.
* Ability to maintain good relationships with local and international media.
* Excellent writing and the ability to develop and implement communications advocacy strategies.
* Excellent interpersonal and communication skills, including an ability to work and interact with country-based, home office-based project staff, senior leadership, project partners’ representatives, and donor staff.
 |
| **PHYSICAL DEMANDS** | Up to 20% local and International Travel, Keyboard use,Pulling drawers, Lifting papers <10lbs. |

 **Communications Officer, CSEM: MAIN DUTIES AND RESPONSIBILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Key Performance Areas**  | **Major Activities / Responsibilities** | **Percent of Time****(must equal 100%)** |
| **1.** | **Ensure optimal communications and information sharing within the Civil Society Engagement Mechanism (CSEM) and between the CSEM and UHC2030 core team, governance structures, and working groups** | . * Participate in all UHC2030 Steering Committee meetings and teleconferences, and together with the Coordinator, organize pre-meetings for the civil society delegation prior to each biannual UHC2030 Steering Committee meeting.
* Read and review all relevant documents in advance of UHC2030 Steering Committee meetings. Coordinate, liaise and follow up with civil society representatives and prepare talking points or other materials for use at each meeting to ensure the views of civil society are well represented in the Steering Committee discussions. Together with the CSEM Coordinator, conduct preparatory meetings with the official civil society representatives on the Steering Committee to ensure they are well briefed and prepared for the meetings. Following the meetings, ensure that key outcomes of the Steering Committee meetings and opportunities for follow up are communicated with the Advisory Group and full CSEM network in a timely and clear manner.
* Provide communications support to the civil society representatives to the Steering Committee and other Advisory Group members, on behalf of the CSEM constituency, including through development of talking points, advocacy materials, policy statements and assistance with development and placement of blogs, social media campaigns, videos, press releases, etc.
* Maintain existing CSEM listserve and develop communication and learning opportunities for CSEM members using the CSEM website for information sharing and virtual capacity building
* Working with the CSEM Coordinator, organize side events and identify speaking opportunities for Advisory Group members or other CSEM representatives at key global and national events/conferences; and help with elaboration of documents, advocacy tools and position papers as well as social and traditional media coverage of events.
* Commit to a high level of communications accountability, represented by prompt internal response to emails and calls from the Coordinator, Advisory Group and Steering Committee civil society delegation members and alternates, as well as all CSEM constituency members.
 | 50% |
| 2. | **Support the implementation of targeted advocacy, communications, and mobilization efforts for CSEM activities at global, national and sub-national levels**  | * Lead the development, use, monitoring and improvement of key messages for the Civil Society Engagement Mechanism.
* Ensure UHC2030 and civil society related statements and advocacy messages have an effective presence in websites and social media platforms. Identify new opportunities to increase visibility of CSEM activities and messages.
* Develop set of tools for information sharing and communication strategies, including strategies for linking CSEM communications to other global health initiatives (Global Fund to Fight AIDS, TB and Malaria, GAVI, Partnership for Maternal, Newborn, Child Health, Global Financing Facility etc.)
* Provide technical assistance to advocates working at the national level in developing ambitious and achievable advocacy and communication strategies on UHC.
* In collaboration with the CSEM Coordinator, identify opportunities to raise public awareness of the civil society delegation to UHC2030 and issues related to UCH2030’s work through planned events and coordinate all logistical and communications needs for these events including but not limited to scheduling speakers, publicizing the event, editing and designing promotional materials, preparing presentations, managing RSVPs and registrations, and employing innovative approaches to communicating and disseminating technical expertise and program results, including the use of video and traditional/new media.
* Collaborate with the Advisory Group in conceptualizing, designing, and producing at least one communications product. These might include a revised project brochure, updated content for the website, blog articles, articles for relevant websites or newsletters, infographics, etc.
 | 50% |

**Application Process**

**To apply, submit your Cover letter and Resume to** **CSEM@wacihealth.org** **by 12th June 2020, 23.59 EAT.**

**Only candidates shortlisted for interviews will be contacted.**