



EXECUTIVE SECRETARIAT

For the Demining and Development of the North West Coast

Terms of Reference For MRE, Communication and Advocacy officer

PROJECT TITLE: SUPPORT TO THE DEVELOPMENT PLAN AND MINE ACTION IN THE NORTH WEST COAST- EXECUTIVE SECRETARIAT FOR THE DEMINING & DEVELOPMENT OF THE NORTH WEST COAST

MINISTRY OF INVESTMENT AND INTERNATIONAL COOPERATION

Background:

The Executive Secretariat being the national focal point in the Arab Republic of Egypt, for the coordination of actions by local stakeholders and partners on the International scene relating to the demining and development of the North West Coast of Arab Republic of Egypt plagued by the existence of Explosive remnants of WWII.

The Executive Secretariat for the De-mining & Development of the North West Coast", responsible for the following activities:

- **Coordinate** among Egyptian stakeholders: governmental, private and belonging to the civil society;
- **Liase** with international development partners,
- **Receive** and **Manage** assistance earmarked to support the North West Coast Development Plan and relevant Mine Action.
- The conduct of **demining activities** in collaboration with the Egyptian Armed Forces (the Armed Forces being the one institution entrusted since 2005 with handling Explosive Remnants of War) based on clearly identified humanitarian and development goals.
- The conduct of **Victim Assistance** (VA) and **Mine Risk Education** (MRE) activities.

Responsibilities:

Technical and Deliverables:

Deliverables	Date
All deliverables	Should be done and accomplished through the contract period.

- a) Supports the formulation follow up and implementation of communications and advocacy strategy and media plan.



- b) Supports the increased awareness of the Exec Sec mandate and goals through dissemination of information and the organization of public events and promotional opportunities, providing the logistical support required.
- c) In coordination with the Exec Sec Director and the donors, develops, and drafts, in Arabic and English, materials for promotion and prepares awareness-raising including briefing materials and press releases.
- d) Under the guidance of the Exec sec Director, in coordination and with the full cooperation of the Information Management Director, assumes the review of available reference material, identifies reference material for retention. Maintains information database and photo library and conducts research and retrieval of relevant data from I domestic, external and international sources.
- e) Suggests inputs, develops content, and coordinates production and dissemination of press releases, publications, articles and sharing of Exec Sec knowledge and successes.
- f) Assumes the responsibility, in cooperation with Information Management Director, of updating the Exec Sec web site, ensuring that the information posted on the web constantly reflects the activities conducted, abiding by the lines of the communications strategy and media plan of the Exec Sec.
- g) Facilitates knowledge building and knowledge sharing through supporting the NPD in identification, documenting and drafting of the best practices and lessons learned.
- h) Under the guidance of the Exec Sec Director, keeps track of events and activities with an eye to preparing and drafting monthly and periodical reports to the MIC, other Governmental bodies and donors about the performance of the Exec Sec.
- i) Follows up and assesses the impact of Exec Sec media campaigns and promotions.
- j) Retrieves and submits for the knowledge of Director and relevant staff members all media coverage on activities of Exec Sec, Mines problem in Egypt, Matrouh and other relevant subjects.
- k) Establishes and updates profiles of journalists and writers interested in issues of relevance.
- l) Keeps continuous working good relations with members of the press community.

Facilitation and Management:

- a. Ensures that the necessary inputs for the assignment are available;
- b. Makes sure to frequent the premises of the Executive Secretariat and be available according to the time table required by the Exec Sec Director.



- c. Assumes management of the assignment in consistency with the requested technical TOR and Donors rules and regulations including policies and procedures for execution modality;
- d. Participates in necessary meetings and reviews;
- e. Any other business as required.

Reporting Line:

The Project Communication & Advocacy Officer will report directly to the Director.

Evaluation: Renewal of contract will be based on satisfactory midterm and final performance evaluation by Exec Sec.

Duration of Contract	Salary
One Year, renewable	To be paid on a monthly basis

Note: Annex (A) contains qualification.

Annex (A)

Qualifications

- a) **Education:** first relevant university degree.
- b) **Experience:** Minimum Five years of relevant experience.
- c) **Language Requirements:** Fluency in spoken and written English and Arabic.
- d) **Other Qualifications:** Good communication and presentation skills. Excellent interpersonal skills and the ability to work in a team. Gender knowledge is an asset.

Send CV to: Vacancies@egyptmineaction.com