



THE LEBANESE ASSOCIATION OF THE KNIGHTS OF MALTA/ ORDER OF MALTA LEBANON, HAS A VACANCY FOR A COMMUNICATIONS OFFICER

The Order of Malta Lebanon has been operating in the health and social welfare sectors since 1957. It manages a network of 30 projects serving the most vulnerable populations, across the Lebanese territory including primary healthcare centers, mobile medical units, elderly day care centers, hosting centers for the differently-abled and projects for the displaced and refugees.

The Order of Malta Lebanon, with the support of its partner Malteser International (MI), has developed a comprehensive multi-annual program to strengthen its social and health services as well as its structures.

In this framework, the Lebanese Association of the Knights of Malta / Order of Malta Lebanon is looking for an experienced

COMMUNICATIONS OFFICER

DUTIES & RESPONSABILITIES

The objective of the Communication Officer's assignment is to provide communication support to the Order's initiatives and to ensure effective and efficient communication of each initiative during preparation, launch and implementation generally to donors, beneficiaries, stakeholders and the public at large.

The Communications Officer will be responsible for devising and implementing communications programs that would contribute to building and maintaining the order's overall image alongside its programs and initiatives. The tasks and responsibilities include but are not limited to:

- Working closely with project managers to identify the course of communications for reach project;
- Providing strategic communications recommendations, this will include messaging, positioning, stakeholder mapping and identification of opportunities;
- Communications programs implementation, this will include collaborators identification, and coordination between all involved parties;
- Liaise with content developer, media relations officer, community manager and designer for launching, implementing and maintaining solid and sustainable campaigns;
- Grow community engagement with the Order's primary healthcare centers;
- Provide reports on each campaign covering the results obtained on several fronts such as: social media engagement, media monitoring reports, etc.;



- Conceptualize and implement events launching, closing and or showcasing the benefits of a project;
- Draft timelines and budgets for each required communications activity;

QUALIFICATIONS:

- Bachelor's degree (or equivalent) in communications or other related fields.
- Solid work experience in communications preferable within renowned NGO, with a minimum of 5 years of relevant experience.
- Solid knowledge of the Lebanese media and NGO landscape.
- Oral and written Arabic, French and English language skills.
- Basic skills in photography, design and editing.
- Experience with best practices around social media, content creation, media relations and events management.
- Strong communication skills.
- Excellent organizational skills and strong sense of responsibility.

CONDITIONS

- Start Date: **as soon as possible**
- Duty Station: **Beirut, Lebanon** with very frequent visits to program/project areas
- Duration of contract: **6 months (extendable)**

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SEND YOUR CV,
MOTIVATION LETTER AND COPIES OF YOUR DIPLOMAS,

BY **SEPTEMBER 23, 2020**

TO RECRUTEMENT@ORDREDEMALTELIBAN.ORG

SPECIFY THE POSITION IN THE SUBJECT.

**Only short-listed candidates will be contacted.*