



JOB DESCRIPTION

Job Title:	Communication & Partnership Officer
Organization:	Arbeiter-Samariter-Bund Deutschland e.V (ASB)
Reports to:	ASB-HAITI Country Director
Workstation:	Petit-Goave
Duration:	Fixed-Term (Renewable)
Publication date:	October 26, 2022
Deadline:	November 9, 2022

BACKGROUND:

The **Arbeiter-Samariter-Bund (ASB)** is a German aid and welfare organization with more than 300 branches at national, regional, district and municipal level all over Germany.

More than 1.3 million members provide a broad social basis for our organization and more than 20,000 employees as well as over 17,000 volunteers form part of the ASB ensuring a high level of quality in areas such as rescue services, civil protection, and social services. Since its foundation in 1888, ASB has acted as a politically and denominationally independent association ensuring a high level of continuity and reliability. **ASB's Foreign Aid Department** provides both direct emergency relief to people hit by human-made or natural disasters and longer-term rehabilitation measures designed to promote recovery and to rapidly help restore the livelihoods of refugees, internally displaced persons, and other vulnerable groups. ASB currently has a portfolio of more than 100 relief, rehabilitation, development, and inclusive Disaster Risk Reduction (DRR) projects runs own offices in Bosnia and Herzegovina, Georgia, Greece, Haiti, Indonesia, Iraq, Kosovo, Nicaragua, Niger, Serbia, and Ukraine.

ASB started its operations in **Haiti** immediately after the catastrophic earthquake in 2010, supporting the affected population through an emergency program, including reconstruction and rehabilitation of destroyed houses in Petit Goâve and Grand Goâve. Humanitarian aid was provided as well after hurricane Matthew (2016), the corona pandemic (2020) and the recent earthquake in the south department (2021), with special emphasis on inclusive access to clean water through water filter systems.

From 2013 to 2020, ASB implemented transitional aid projects with financial support from the German Government. It aimed at strengthening disaster resilience of the rural population. Since then, all projects have been implemented by local partner organizations and follow a multi-dimensional approach to resilience building. Project measures comprise areas such as food security, WASH, disaster risk reduction, climate crisis adaptation and social inclusion with particular focus on the empowerment of persons with disabilities and their organizations. Geographically, the projects are implemented in several municipalities of the Departments Sud, Ouest, Nord, and Centre.

During project implementation, ASB contributes to capacity building of partner organizations, target groups and stakeholders, and proper coordination among the involved actors. For technical support, project coordination and program development, ASB runs an office in Petit Goâve.

ASB is seeking a qualified Communication and Partnerships Officer to support the day-to-day ASB-HAITI activities related to all preparation and implementation of communication strategy as well as partnership relations management.



POSITION SUMMARY:

Under the leadership of the ASB-HAITI Country Director, the Communication and Partnerships Officer (CPO) will contribute to all ASB-HAITI public information activities of the country program, including through print, digital and broadcast media; and will act as communication focal point for ASB program implementing partners in all matters related to public communication and visibility. These tasks require interfacing with multiple partners to gather information, prioritizing content, and staying ahead events. The CPO handles writing, editing, and targeting dissemination for the promotion of the country program (CP). The CPO will ensure results are in line with ASB communication strategies and program requirements. The CPO provides support in accordance with the country program (CP) needs and requirements.

MAIN DUTIES:

COMMUNICATION AND ADVOCACY:

- Prepare a series of advocacy briefs and awareness raising materials to support ASB leadership in advocacy efforts with a broader range of stakeholders, both public and civil society on the merits of the ASB program in Haiti.
- Maintain and expand linkages with public and media networks and take appropriate action as necessary to ensure that ASB program is positively reported in the local, national, and regional media as needed.
- Establish a communication focal point with each partner to ensure rapid communication at all levels and that views/concerns of affected communities are taken into consideration.
- In collaboration with the ASB Program and MEAL team, organize community meetings for consultation and information sharing. Consultations must be documented and linked to communications products such as but not limited to web stories, videos, summaries of public consultations, and site visits
- On a quarterly basis and on demand, create success stories, Most Significant Change stories and share with relevant stakeholders so everyone can be informed of project current status.
- Serves as a content editor. Writes and edits web articles, tweets, social media posts, press releases and other outreach content as necessary.
- Coordinates the timely content development of a monthly newsletter with program colleagues and manages an editorial calendar for the proposed content and themes
- Works in close coordination with program and MEAL colleagues to ensure that the program department communicates according to donor Communication and Visibility Strategy.
- Manage the ASB-HAITI website and Facebook page to ensure information is updated and shared in a timely fashion
- Reviews and updates program social media guidelines as needed
- Support ASB-HAITI with everything with all ICT related matters as needed
- Lead and advise the planning and design of initiatives for common communications, advocacy and outreach, identify and propose information opportunities, activities and approaches, in line with the ASB-HAITI communication strategy
- Draft/compile communication products for target audiences, to include press releases, factsheets, media packets and reports, brochures, video clips, newsletters, interviews, website content and others

PARTNERSHIPS:

- Identify key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintain working relationship.



- Coordinates inputs from program partners, and uploads content generated by the program to the relevant communication forums
- Work with the MEAL Officer to maintain the program database by soliciting inputs from implementing partners
- Regularly coordinates and hosts communications meetings with the focal points of all partners to stay well-informed about planned activities, upcoming events and campaigns, and provide guidance and support
- Provides communications and media support to the ASB country program, and to all program implementing partners

COMPETENCIES AND REQUIREMENTS:

- University degree in communications, arts, public relations, computer sciences or a university degree in any field and a diploma in communications with extensive experience can be accepted.
- Minimum of three (3) years professional experience as communication officer, partnership relations officer or a related similar role in the humanitarian programming context.
- Experience in communications strategy development and implementation.
- Demonstrated experience in creating and maintaining social media campaigns.
- Experience in graphic design and ability to use all related Adobe tools.
- Experience of working in an international context, in an international organization is required.
- Experience in producing and writing material for online dissemination, including for social media channels and a range of traditional media.
- Excellent knowledge of national, media, the social media landscape and familiarity with international, mainstream, and specialized media channels.
- Excellent organizational and time-management skills, ability to handle confidential information and to work in a multicultural team.
- Ability to work both independently, with minimum supervision and in teams.
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.
- Fluency in written and oral French, Haitian Creole and working knowledge in English and Spanish is required
- Flexibility to work during weekend, after normal working hours as well as during holidays as needed.

Working Conditions

Travel to ASB intervention areas in Haiti.

Based in Petit Goave.

Living conditions in the field may be sometimes harsh.

May require working extended hours and on weekends/holidays to meet deadlines.

Normal office hours are Monday-Friday 8:00 a.m.- 5:00 p.m. Monday to Friday.

How to apply:

Interested applicants need to send their applications containing the following documents:

CV, cover letter, copies of degrees and certificates to recrutement.asb@gmail.com by November 9, 2022 before 5:00 pm EST.

Note: only shortlisted candidates will be contacted for the next step.