

Communication Specialist– UNDP

A United Nations agency tasked with helping countries eliminate poverty and achieve sustainable economic growth and human development.

Location: Beirut, Lebanon

Deadline for application: November 28, 2023

Contract Duration: 1 year

Major: degree in Mass Media and Communication, Political Science and international Affairs, Marketing, or any related field.

Experience: 4-7 years of progressive relevant experience in media, marketing, communication and/or creative directing or related field is required

Major Responsibilities:

- Develop and implement a comprehensive communication strategy and ensure adequate follow up in the implementation of its various components and aspects with emphasis on increased visibility of the project;
- Gather data, assess the impact of the communication strategy, and make informed decisions to optimize future communication initiatives such as website traffic, social media engagement and media coverages;
- Prepare/contribute to relevant terms of reference related to the implementation of the communication strategy, e.g. for videographers, graphic designers, website developer, communication companies.
- Manage the overall contracts of third parties working on the implementation of the Communication Strategy in coordination with other project and programme team members;
- Collect, compile and consolidate knowledge base material (i.e. relevant information, news, material, data, statistics, resources, stories, photos, good practices, etc) and generate content for various purposes i.e. newsletters, website, leaflets, briefs, reports, websites, speeches social media, ...
- Conduct field visits to project sites; and organize media/donor field visits

Additional Requirements:

- Experience in applying policies, standards, procedures and guidelines.
- Previous experience related to preparing communication strategies
- Experience in working on communication related to development projects
- Previous experience in working with communication teams to implement communication strategies
- Previous experience in liaising with public administration, development partners (donors), and/or the UN

How to Apply:

Kindly send your CV and contact the Career Services Center, E-mail:

career.services@balamand.edu.lb; Ext. 7801; 7802