Terms of Reference

JOB SUMMARY

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Communication Assistant</th>
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</thead>
<tbody>
<tr>
<td>Vacancy Number</td>
<td>0025/2017</td>
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<tr>
<td>Nationality</td>
<td>Any</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
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<tr>
<td>Duty Station</td>
<td>Kabul</td>
</tr>
<tr>
<td>Department</td>
<td>Communication and Outreach</td>
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<tr>
<td>Reports to</td>
<td>Communication Manager/Officer</td>
</tr>
<tr>
<td>Duration</td>
<td>One Year (Extendable)</td>
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BACKGROUND

Integrity Watch is an Afghan civil society organization committed to increase transparency, accountability, and integrity in Afghanistan.

The mission of Integrity Watch is to put corruption under the spotlight through community monitoring, research, and advocacy. We mobilize and train communities to monitor infrastructure projects, public services, courts, and extractives industries. We develop community monitoring tools, provide policy-oriented research, facilitate policy dialogue, and advocate for integrity, transparency, and accountability in Afghanistan.

Integrity Watch was created in October 2005 and established itself as an independent civil society organization in 2006. It has approximately 100 staff members and about 500 active volunteers. The head office of Integrity Watch is in Kabul with provincial offices in Balkh, Bamyam, Herat, Kabul, Kapisa, Kunduz, Nangarhar, Parwan, and Paktia provinces and programmatic outreach in many other provinces.

Integrity Watch’s work has three major components: (1) Community Monitoring, (2) Research, and (3) Advocacy. Integrity Watch tries to encourage active citizenship and community mobilization through its programs. Our community monitoring work includes development of community monitoring tools, mobilizing and training communities to monitor infrastructure projects, public services, courts, and extractives industries.

Our research work is focused on policy-oriented research measuring trends, perceptions and experiences of corruption and covering wide range of corruption related issues including security and justice sectors, extractive industries, budget and public finance management, and aid effectiveness. The objective is to develop new, ground-breaking empirical research in order to set the agenda, influence decision-makers, bring to the public attention non-document and non-explored issues.

The aim of our advocacy work is to enhance Integrity Watch’s pioneering role in advocating for knowledgeable decision-making and informed public debate on corruption and integrity. Our advocacy work includes facilitation of policy dialogue on issues related to integrity, transparency, and accountability. We advocate for access to information; budget transparency, accountability, and
participation; aid transparency and effectiveness; social accountability; and other issues related to anti-corruption.

DUTIES AND RESPONSIBILITIES

Background on the duty
The Communication and Outreach Unit supports IWA’s four programmatic pillar, namely community based monitoring programs, advocacy, and research providing outreach and communications materials.

Responsibilities and duties

Communications and Public Outreach
- Write and produce press releases, case studies, brochures and multimedia presentations that serve a wide range of audience, including Afghan media, government and citizens
- Create and produce small multimedia productions to increase people’s awareness on the work of IWA
- Assure qualitative translation of IWA’s communication products into Dari and/or Pashto
- Assure that different communication tools are available in Dari and/or Pashto
- Collaborate with other departments to increase public outreach through radio, TV, internet and print media
- Support advocacy campaigns by creating, organising and coordinating adequate communication products
- Keep updated Integrity Watch contact list
- Data entry of Communication figures to Integrity Watch database
- Design and formatting Integrity Watch print materials
- Produce quality articles on anti-corruption and good governance for IWA publications on monthly basis.

Afghan Media
- Monitor and analyse Afghan media outlets
- Increase IWA coverage on Afghan media
- Coordinate and organise press conferences

Website and Social Media
- Update Integrity Watch Website pages (English, Dari, Pashto) on regular bases
- Create and update IWA’s blog in Dari, Pashto and English
- Write guest entry blogs on other integrity websites
- Create IWA podcasts

Functional Areas

QUALIFICATIONS REQUIRED

Education
Bachelor’s degree in journalism.

Experience
Minimum two years of work experience in communications or related field

Knowledge, skills and abilities
• Knowledge of the anti-corruption, transparency and accountability, social auditing and access to information
• Knowledge of Afghan institutions, social and political environments, actors and existing dynamics in Afghanistan
• Excellent knowledge of and proven capacity in communication
• Good understanding of new media such as websites, blogs, social media and collaborative space for organisational purpose
• Good knowledge on media operations, social marketing, audience research and message targeting
• Excellent oral and written communication in English, Dari and/or Pashto
• Ability to develop and manage professional relations, with outstanding interpersonal and coordination skills
• Proven planning and organisational skills
• Strong conceptual and analytical skills
• Result-oriented and able to deliver within tight deadlines
• Able to commit to one year at least
• Willing to work overtime, holidays and weekends as requested by IWA management

HOW TO APPLY

Please apply by sending a CV and a cover letter that outline how your experience and education relate to the skills and experience outlined in the Terms of Reference to: hr@iwaweb.org In the e-mail subject line please write “Communication – Assistant” and your name.

The deadline for applications is August 7, 2017. However, interviews of suitable candidates may begin as applications are received. Only short-listed candidates will be contacted.