



EU Support to Jordanian Democratic Institutions & Development EU-JDID



ANNEX 1: TERMS OF REFERENCE

<p>Position Information</p> <p>Job Title: Communication Intern Duty Station: Amman, Jordan Reports to: Senior Communication Officer Period: 1st July 2019 – 31st July 2019 (possibility of extension)</p>
<p>Organizational Context</p> <p>The European Centre for Electoral Support (ECES) is a non-profit private foundation headquartered in Brussels and with a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favor of all electoral stakeholders, including: electoral management bodies, civil society organizations, political parties, parliaments, media, security forces and legal institutions dealing with electoral dispute resolutions. Since its creation at the end of 2010, ECES has signed over 70 contracts in support of electoral processes and the strengthening of democratic institutions in more than 35 countries mainly, but not only, in Africa and Middle East.</p>
<p>Project's context</p> <p>ECES has been officially awarded by the Delegation of the European Union (EU) to Jordan the contract for the implementation of the project "EU Support to Jordanian Democratic Institutions and Development ". ECES is the leader of the consortium of European not for profit organisations that will implement this project for the next 4 years. The other organisations members of the consortium are: the European Partnership for Democracy - EPD (www.epd.eu), the French Media Cooperation Agency–CFI (www.cfi.fr/en); Netherlands Institute for Multiparty Democracy – NIMD (www.nimd.org) and Westminster Foundation for Democracy (www.wfd.org).</p> <p>The project "EU Support to Jordanian Democratic Institutions and Development" aims to support reform process in Jordan, by consolidating democracy and promoting inclusiveness of national policy and decision-making process. This 4-years project will support democratization stakeholders in the reform process including: the House of Representatives; the Independent Electoral Commission and the Judiciary; Political Parties; the Ministry of Political and Parliamentary Affairs (MoPPA); Women and Youth; and Media and Journalists. The project's methodology rests on three core pillars in order to weld together a coordinated and coherent response: 1) Parliamentary support; 2) Electoral assistance; 3) Support to political party system. The overall objectives of the project are: an increased political awareness amongst the Jordan population, especially amongst women and youth; Intensified efforts amongst elected institutions in public outreach for more inclusive decision making processes; and also improved service delivery by public demands. The project will be implemented along the lines of the European Response to Electoral Cycle Support Strategy (EURECS), conceived jointly by ECES and the members of the European Partnership for Democracy of which WFD is part. EURECS is an innovative delivery mechanism to implement electoral and democracy assistance activities that are consistent with European values and EU policies. EURECS adopts an inclusive approach towards a wide range of electoral stakeholders in order to ensure comprehensive and sustainable actions and it is built to help prevent, mitigate and manage electoral related conflicts. A Project Management Unit (PMU) has been established in Jordan to support the implementation of all project activities under the leadership of the Programme Coordinator and is composed of representatives of the 3 project's components.</p>
<p>Functions / Key Results Expected</p> <p>Under the guidance of the Senior Communication Officer (SCO), the Communication Intern will have the following responsibilities and will provide the following deliverables:</p> <ul style="list-style-type: none"> • Support the SCO in the preparation of major national events and activities (most specifically the inauguration of the E-Voting and Conference System in the Parliament) • Support the SCO in ensuring coordination and follow up of Project communication/visibility activities; • Update and promote Programme website and social media contents (English and Arabic versions); • Support the SCO in the organisation of press conferences, drafting of press releases, officials' speeches;



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- Assist in maintaining contact with the local, national and international media and regularly advise project's staff of media coverage relevant to their work;
- Support the SCO in ensuring that communication and outreach activities are in line with the project's and EU's Guidelines on Visibility
- Provide inputs to project's documents (content and design);
- Ensure that project communication and outreach activities take into account target groups such as : women, youth, people with disabilities and marginalised groups;
- Ensure that key messages to target audiences are included in the communication strategy and disseminated;
- Attend meetings with projects partners/stakeholders,
- Assist the SCO in maintaining contacts with service providers (Photographers, Print House etc.)
- Ensure the appropriate visibility/media coverage of project's event/activities and ensure that they are duly documented (events' reports/articles/posts in English and Arabic, photos, media coverage report);
- Support the design and production of communication/informative material as well as its dissemination;
- Perform additional tasks as requested by the SCO

VALUES

- Promotes the vision, mission and strategic goals of the ECES;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

Recruitment Qualifications

Education:	Degree in Communication, Journalism, Public Relations Political Sciences or related field
Experience:	<ul style="list-style-type: none"> • Experience in Public Relations/Communication, Journalism, public awareness campaign and/or Media sector; • Prior working experience within international/not for profit organisations and experience of working with EU funded projects is an advantage; • Demonstrated social media/communication tools experience ; • Strong writing, editing and copy-editing skills • Experience in developing communication products including brochures, promotional materials, etc. both print and digital; • Experience in graphic design and audio-visual production is an advantage • Ability to contribute to and deliver aspects of communications strategies with impact • Ability to work on internet and website editing platforms/tools; • Ability to prioritize work, meet deadlines and perform effectively under high pressure; • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; • Capacity to handle with diplomacy and in responsible and flexible manner political sensitive issues.
Language Requirements:	Excellent working level of English and working knowledge of Arabic (both writing and speaking).