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**Job Description**

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| **Position:** | Communication Officer |
| **Reports to:** | Country Director |
| **Location:**  | Baghdad |
| **Duration:**  | 10 January 2021 – 10 January 2022 |
| **Start date:**  | 10 January 2021 |
| **Deadline for Submission** | 05 January 2021 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of Communication Officer position is to follow up OROKOM’s activities in the field and focusing on media alert, local media management and content diffusion. Communication Officer will be reporting to Country Director. The position will be based in Baghdad Area Officer.

**Responsibilities**

* **Key Responsibilities**
* Establishing and maintains regular relations with key local media contacts (journalists, bloggers, photographers, and cameramen).
* Contact local media proactively to promote OROKOM.
* Maintain close contact and organise events with key local media (e.g. press conferences, press briefings).
* Supervise the production of and edit local communication tools and products (leaflets, brochures, posters, radio spots, articles, photos, videos).
* Raise the awareness of the field team about how to communicate externally and maintain the reputation of OROKOM in dealings with beneficiaries, community and other key stakeholders.
* Producing the success stories that resulting from OROKOM's activities in the field.

**Qualifications**

* **Job and person specifications**
* A university degree in journalism, communications, humanitarian affairs or another related subject.
* At least four years’ previous work experience in communications, journalism, and media.
* Social media management skills including community management.
* Proficiency in audio-visual skills (creation and production of tools).
* IT skills (Excel, Word, PowerPoint).

**Notes:**

* The post will be for 1-year contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Baghdad, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 05 January 2021 and to the following emails

hr@orokom.org

director@orokom.org

* This position has been advertised on the following website and social media: https://orokom.org/job-opportunities/