

TERMS OF REFERENCE

Communications Officer

OBJECTIVE: The Global Development Network (GDN) is seeking to recruit a Communications Officer to assist in various aspects of communications – digital, publications, events and more, and support the Communications Unit.

Background

GDN is a public international organization that supports high quality, policy-oriented, social science research in Low- and Middle- Income Countries, to promote better lives. We help connect researchers and research institutions to financial resources, global networking, research management support, access to information, training, peer review and mentoring. Founded in 1999, GDN is currently headquartered in New Delhi, with an office in Clermont-Ferrand, France.

Job responsibilities

The Communications Officer will work closely with the Head of Communications on the following tasks:

1. **Social Media** – The Communications Officer will:
 - Manage GDN’s social media channels, in three languages (English, French and Spanish), including the live coverage of events, through live posts, etc.
 - Create innovative and engaging content for social media.
 - Collect and document the statistics and analytics on the performance of GDN Communication across platforms and over time.
 - Support the curation of text, audio and video content from GDN programs, for their valorization on GDN’s Comms channels, in close coordination with the Head of Communications and program heads.
 - Provide ideas and innovative content buckets for GDN’s social media platforms.
2. **GDN website** –
 - Help manage and maintain the current GDN website with regular news and updates.
 - Review and offer improvements for content pages and organization of content.
 - Compile updated content (textual and visual) for all pages, in preparation for a new website (soon). This content will be brief, sharp and effective.

3. Publications –

- **Annual report** – Help collate, organise and edit textual content for the production of GDN’s annual report.
- **GDNews** – This is GDN’s monthly e-newsletter which is sent out to GDN’s readership. The Communications Officer will be required to coordinate the inflow of content from program teams and create this newsletter.
- **Reports, blogs, other publications** – Coordinate the production of research reports, other publications, and articles for the GDN blog. This could include (but not limited to) editing, coordinating design with an external vendor, and publishing online.

4. GDN events –

Help in the organization and coordination of GDN’s events, including the Annual Global Development Conference, the Global Development Awards Competition Awards Ceremony, side events, webinars, and other events. The Communications Officer will be expected to offer communication and coordination support under the charge of his/her supervisor.

5. General responsibilities –

- Coordinate with external vendors (for design, print, etc), requests for quotes and contracting, under the supervision of the Head of Communications.
- Participate actively in Programs-Comms coordination mechanisms, including monthly meetings.
- Supports GDN’s corporate Communications work around key messages, actions, assets and channels, with an emphasis on GDN communications.
- Provide any other general communication support to the Head of Communications, as and when required.

Eligibility and desired profile

We seek a professional with the following academic qualifications, work experience, and mindset:

- A master’s degree in journalism and mass communication, with additional certifications in writing and editing, graphic design, digital marketing, social media management, and related fields.
- A minimum of 3-5 years of work experience in communications in the development sector.

- Good writing, editing, proofreading and content-collation skills, demonstrating an understanding of the communication requirements of the organization.
- A working knowledge of design software such as Canva and Adobe Design Suite (Illustrator, InDesign, Photoshop) is preferable.
- Well versed with social media platforms, generating content for them, ideas to increase followers, and analyzing data.
- Good command over written and spoken English. A working knowledge of French would be an asset.
- Considerable experience in event management and communications for events.
- Considerable experience in working with the media and building media strategies for the organization and specific events.
- Good at working as a team, positive outlook, solution-oriented, quick to learn, easy to work with, and can offer innovative ideas.

Nature and duration of assignment

Full-time, permanent position and with a one-year contract to begin with. There will be a six-month probation period followed by a performance review, which will decide the possibility of extension to a permanent role.

Reporting and location

The Communications Officer will report to the Head of Communications at GDN.

Since GDN is a truly global organization, we welcome applications from around the world. If the chosen candidate is based in New Delhi, India or Clermont-Ferrand, France, he/she will be required to work in-person from the GDN office based in either of the two locations. However, we are open to remote working if the candidate is based elsewhere.

Submission of applications

Interested candidates are requested to submit their applications by sending the following to communications@gdn.int, latest by **March 4, 2024**, with the subject line

'Application: Communications Officer'

- Curriculum Vitae
- Samples of work - Previous writing, editing, design, events management work
- Brief cover letter stating why you think you are the perfect fit for this position

Questions and clarifications

For any queries related to the application procedure or the job posting, please write to communications@gn.int.

GDN is an equal opportunity employer, committed to diversity in its staff. Female candidates from developing countries are particularly encouraged to apply.

